

CURRICULUM VITAE

Name: ABDUL MATHEEN K

Permanent address:

Abdul matheen K S/o Alla bakash K

2653. 2nd cross

Chickpet doddaballapur

Bangalore rural Dist

Karnataka - 561203

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Email: **abdulmatheen806@gmail.com**

CARRIER OBJECTIVE

To seek a position in an organization that would give me an opportunity to contribute my best towards the growth of the organization and my carrier growth. I can utilize my knowledge resourcefully for organizational growth through a continuous learning process along with all round perfection in professional competence.

EDUCATIONAL QUALIFICATION:

Exam/ Degree	Discipline/ Specialization	School/College	Board/ University	Year of Passing
B.COM	Commerce	Sri kongadiyappa college In Doddaballapur	University of Bangalore	2016
PUC	Commerce	Govt Pu college In Doddaballpur	Department of Pre University Education	2012
SSLC	S.S.L.C	Govt high School, Doddaballpur	KSEEB	2010

ADDITIONAL SKILL: Computer/IT Skills

Application Software : Basic in computer
: Tally Prime
: Zoho Books

PERSONAL SKILLS

- Comprehensive problem solving abilities..
- Willingness to learn, team facilitator and hard worker.
- Capability to adapt to new tools and applications.
- Self confidence and leadership skills.

Work Experience

- 1 year experience Worked as Account assistant in Raymond uco(**From June-2016 To November-2017**)
- Worked in Navata road transport as Account executive (**From November-2017 To June-2019**)
- Currently Working in Minar Industries as Account Executive (**From June 2019 To Till now**)

ROLES & RESPONSIBILITIES (In Navata road transport)

- Checking of Daily collection reports with vouchers
- Following of On-credit payments update
- Updating of MIS Reports. & on account Payments

ROLES & RESPONSIBILITIES (In Minar Industries)

- Preparing of Sales invoices
- Updating of Purchase Bills
- Daily Bank reconciliation
- TDS Reconcile and Payments
- Maintaining Petty cash
- Follow up with Auditor for GSTR1 and GSTR 3B Return filling
- Preparing Accounts Payable Statement
- Prepare E cheque to vendor Payment
- Vendor Payment follow up (Receivables)
- Updating cash voucher entries in Tally
- Preparation of GSTR 2B and Reconciliation

PERSONAL DETAILS:

Name	:	ABDUL MATHEEN K
Father's Name	:	Alla bakash K
Date of Birth	:	26/01/1994
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Muslim
Languages Known	:	Kannada, English, Hindi, and Telugu
Hobbies	:	Listening to Music, Playing cricket.

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Looking forward to hear from you at the earliest.

Thanking you,

Place: Doddaballapur

Date :

Your faithfully

(ABDUL MATHEEN K)