

JALALUDDEEN KP



- To achieve a professional position for the best utilization of my time, skills, and experience for the benefit of the organization as well as my carrier.
- Motivated banking professional possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by expertly resolving problems and quickly processing transactions.
- Organized Accountant with 2 years of involvement in managing accurate accounting information, payroll, bookkeeping, and bank reconciliations, monthly reports.



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Abu Dhabi, UNITED ARAB
EMIRATES 000000



INDIA



18-04-1992

WORK HISTORY

March 2020 to Current

Teller / Accountant / Cashier / FLA

LULU INTERNATIONAL EXCHANGE LTD, Abu Dhabi,
UNITED ARAB EMIRATES

- Handle day to day cash transaction
- Provide fast, excellent and error free remittance service in a professional way
- Attends to customer inquiries on foreign exchange rate, remittance, bill payments promotions and other banking services
- Processed financial transaction such as deposits, payments and wire transfer
- Generating WPS files, uploading labour details and WPS payments
- Ability to handle customer complaints, AML and CFT policy, different types of KYC, Suspicious transaction and sanctions
- Handled large quantities of cash safely and responsibly throughout deliveries and balancing procedures
- Be a team player help and support each staff in their day to day activities during peak hours of business
- Excellent problem solver and ability to provide accurate suggestions to various customer Inquiries

SKILLS

- IT Skills
- Operating Systems
- Windows (XP, 7,8, 8.1 & 10)
- Installing and customizing application software.
- Printer's connectivity and the printer's management.
- MS-Office
- O Word, Excel, and PowerPoint (office 2013 to office 2019 - all versions
- Open mind, responsible, cheerful, and helpful to others.
- Highly presentable & calm under pressure.
- Excellent drafting skills and good communication skills
- VAT calculations
- General ledger accounting
- Payroll
- Bookkeeping
- Cash handling
- Expense control
- Bank reconciliations
- Records Maintenance

- Handling of back office files, updating the daily register
- Verifying branch assets mentioned in books are physically tally
- Storing and packing of branch operations files to info fort
- Organizing and archiving documents, retrieving documents upon request and outlining long-term storage strategy
- Increased brand recognition within niche using evidence-based marketing practices.

October 2017 to September 2019

Accountant

PRASAD & CO. (ACCOUNTANTS AND TAX CONSULTANTS)

- Invoicing and cash management for office
- Payroll, fixed assets, tax management
- Maintaining Receipts in Files according to dates and token numbers
- Documenting financial transactions by entering account information
- Processing accounts payable and accounts receivable
- Securing financial information by completing database backups
- Maintaining a record of General ledger entries, billing, and receipts
- Preparation of management monthly information reports

April 2017 to January 2018

Accountant

A.S.S. ACCOUNTANT SERVICE SOCIETY. KERALA

- Preparation of final accounts
- Payroll, fixed assets, tax management
- Accounts payable, electronic funds transfer
- Accounts receivable, credit card, and collection management
- Assist various function's understanding internal financial policies and implementation.

CERTIFICATIONS

TALLY ERP 9.0 , MS-OFFICE (Word, Excel, PowerPoint)
QUICK BOOKS ,

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Dr C V RAMAN UNIVERSITY,
INDIA

Plus, Two (Science)
BOARD OF HIGHER SECONDARY EXAMINATION,
INIDA

LANGUAGES

Malayalam:

Native language

English: C1

Advanced

Arabic: C1

Beginner

Hindi: C1

Advanced

Urdu: C1

Advanced

LICENSE DETAILES

Light vehicle

License No : 2668175

Place Of Issue: Abu Dhabi