



**ABDUL KHALEK
ACCOUNTANT**



AL REEF PALACE,
ABU DHABI UAE



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abdulkhalek42@yahoo.com

Visa Status: Employee visa

Passport No: BC 0612712

PERSONAL FRFILE:-

Date of Birth : 10-Oct-1987

Sex : Male

Marital Status : Married

Nationality : Bangladesh

LANGUAGES KNOWN:

- English
- Arabic
- Bangla
- Urdu
- Hindi

CURRICULAM VITAE

OBJECTIVE:

Seeking a challenging assignment in Accountant where my knowledge, logical and analytical skills will support the organizations success and fuel my career growth.

WORK SKILLS:

- Worked as Accountant at Fibrex L L C for 12 year's.
- Highly organized with a creative lair for project work.
- Excellent track record for meeting deadlines and submitting deliverable on time.
- Enthusiastic self-starter who contributes well to the team.

Personal Strengths:

Sincere, Reliable,Cccommodating and Hardworking.Ability to learn new things.Willing to work under pressure achieve targets, Polite and Punctual.

PROFESSIONAL EXPERIENCE U A E:

Accounting work & Analysis Reports and Summary,Employee's Timesheet Vehicle's Timesheet,Invoicing, Roster, Attendance,People Managment,Grievance Cell,Fuel Report, Online Traffice Fine Checking & Email.

Technical Skills:

Adobe Reader,Hardware,Nero,Euled-8,Euled-11, I.O,E-Mail,Fax, Network Connections,MSOffice(Word,Access,Excel,PowerPoint)Control Panel ETC...

Key Responsibilities :

- Cash projection is the major part of daily process, ultimate aim of the job was to keep the business units informed about availability of cash for investments. Investment manager's investment decision depends upon our deliverables.
- Responsible for Posting the Dividend accrued for Mutual Funds accurately to respective shareholder accounts through Global Plus application.
- Ability to track and analyze any Mismatches occurred while posting the Dividend amounts to the respective accounts and how to resolve them.
- Adjusting and cancelling accounting income lines as per client approval.
- Analyses and balance the accounting entries to the custody statements relating to all accounting lines.
- Escalate to higher level in case of any major issues regarding trade settlement and cash projection (timely Escalation)
- Ability to multi-task and work in fast paced environment.

ADHOC RESPONSIBILITIES:

- Updating the Standard Operating Procedures in order to reflect the changes occurs
- Implementing strategies to ensure excellence in service delivery
- Collect and collate data and generate periodic reports to monitor key performance indicators

TRAINING UNDERGONE:

- Completed Lean Practitioner Program
- Effective client interaction
- Compliance induction training

SKILLS:

- Efficient E-mail handling
- Corporate Communications
People management, Attendance, Employee's & Vehicle's Timesheet, Fuel Report & Petty cash.
- **Analysis Reports Summary, Invoicing**
- Team player & Motivator
- Enhancing on Team Leader skills
- Creative Team Leadership
- Good Interpersonal skills
- Problem resolving

- Remarkable know how of accounting principles, financial reporting and banking procedures.
- Basic knowledge in Derivatives, equity, bonds, debentures..etc.
- Basic awareness about TALLY ERP software.
- Approachable, well presented and able to establish good working relationships with a range of different people.
- Possessing a proven ability to generate innovative ideas and solutions to problems.
- Strong time management skills & can work under pressure to meet deadlines without compromising quality of output.

ACADEMIC CREDENTIALS:

- **BACHELOR'S DEGREE WITH (BBA ACCOUNTING).**
- **HIGHER SECONDARY SCHOOL CERTIFICATE FROM THE BOARD OF GOVT. EXAMINATION, TECHNICAL BOARD, BANGLADESH [B.M.GROUP]**
- **SECONDARY SCHOOL CERTIFICATE FROM THE BOARD OF GOVT. EXAMINATION, RAJSHAHI BOARD, BANGLADESH [SCIENCE GROUP]**
- NATIONAL YOUTH DEVELOPMENT TRAINING CENTER (NTC) DIPLOMA IN MEDICAL PROFESSIONAL COURSE ON PARAMEDIC [ALLOPATHIC] FROM SIT-MEDICAL TECHNOLOGY.

PHYSICAL WORK LOADING CAPACITY:

The professional working with 12 years of experience in managing the transport department for more than 15000 employees and More than 100 supplier handlings on a daily basis for honestly.

DECLARATION:

I, hereby solemnly declare that all the above furnished details are true to the best of my knowledge.

Place: Abu Dhabi (U A E)

Abdul Khalek