



ABDUL AZEEZ P KASSIM

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Mobile : +973 35569583

CAREER OBJECTIVE

To associate with a progressive organisation, where my knowledge can be enhanced, professional skills are realised and make a win-win situation in success of the organisation as well as in my career.

ACADEMIC CHRONICLE

Qualification	Year	University / Institute
MBA (Finance and Marketing)	2012	Kerala Agricultural University, Thrissur, Kerala, India
B. Com (Computer Application)	2010	Mahatma Gandhi University, Kottayam, Kerala, India
Higher Secondary (Commerce)	2007	Settlement Higher Secondary School, Aluva, Kerala, India
10 th / SSLC	2005	Islamic Higher Secondary School, Aluva, Kerala, India

COMPUTER KNOWLEDGE

- MS OFFICE
- TALLY 9.0 ERP
- ORACLE

PERSONAL STRENGTH

- Good Team Player
- Maintain Ethics and Loyalty
- Goal Driven Works
- Flexible & Adaptability
- Reliability & confidentiality
- Punctuality & Dedication

LINGUISTIC ABILITIES

LANGUAGES	SPEAK	READ	WRITE
ENGLISH	YES	YES	YES
HINDI	MEDIUM	YES	YES
ARABIC	BEGINNER	MEDIUM	MEDIUM

WORK EXPERIENCE

1. **AL ETIMAD MODERN BUSINESS SOLUTIONS W.L.L. - (VFS GLOBAL)** (Bahrain)

- Company Registration No: 81548 – 1
- Nature of the company : Service industry, Visa Facilitation Services
- Designation : Accountant / Deputy Manager - Finance
- Duration : **6 years** (SEP 2014 to SEP 2020)
- Job Description:
 - Petty cash handling and maintaining reports with supporting documents.
 - Prepare accurate daily revenue collection report and bank transactions.
 - Prepare Daily Weekly Monthly and Yearly management reports.
 - Maintain fixed assets register, and reconciling depreciations.
 - Maintain books of accounts by passing and reviewing periodical accounting entries.
 - Prepare daily and monthly reports of Sales, payables & receivables.
 - Receive quotations and prepare the purchase orders.
 - Preparing manual invoices by the approval of finance manager.
 - Reconcile, coordinate and follows up all internal and external receivables.
 - Initiate payments to all internal and external payables with the approvals.
 - Prepare bank reconcile statement on periodic basis.
 - Prepare Balance Sheet, P&L Account, Cash Flow Statement
 - Assist finance manager to finalize internal and external audits.
 - Assist to prepare budget for management and divisions.
 - Liaising with Banks, auditors and government legal departments
 - Review the Payroll from HR and prepares staff monthly salary payments.
 - Monitor employee indemnity and final settlement of resigned staff.
 - Reconcile and process payments for GOSI, LMRA and EWA.
 - Supporting activities for HR and Admin team.

2. **FIN-TECH CONSULTANTS (P) LTD. (LAZZA ICE CREAMS)** - (Kerala, India)

- Company Registration No: KRKCH0019424000
- Nature of the company : Manufacturing industry, Ice cream factory
- Designation : Senior Accounts Assistant
- Duration : **1 year 5 months** – (APR 2013 to SEP 2014)
(Experience certificate not issued by the company, PF details available)
- Job Description:
 - Billing and customer handling
 - Petty cash handling and maintaining records
 - Preparing inter-company reconciliation
 - Preparing bank reconciliation
 - Payroll Management
 - Preparing daily and monthly reports: Revenue, payables & receivables.

PERSONAL PROFILE

FULL NAME : ABDUL AZEEZ PALLATH ERICKATHATTIL KASSIM
AGE & DATE OF BIRTH : 30, 19-OCT-1989
SEX : MALE
MARTIAL STATUS : MARRIED
NATIONALITY : INDIAN
FATHER'S NAME : KASSIM A. U.
ADRESS IN HOME COUNTRY : PALLATH-ERICKATHATTIL (H),
W. VELIYATHUNADU (P.O), ALUVA,
ERNAKULAM (DST), KERALA, INDIA – PIN: 683511
BLOOD GROUP : O^{+ve}
PASSPORT No. : K5988670
CPR No. : 891033580
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REFERENCE

Saleh Zaid
Finance Manager
VFS Tasheel (Al Etimad)
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Sneha Alexander
Human Resource Manager
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DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge.

Manama

01/10/2020

ABDUL AZEEZ KASSIM
