

HAFEEL AHMAD K

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• **Accounts and Administration** •
VERTICALS: Accounting, Tally ERP, VAT & Payroll

AREA OF INTEREST

- General Ledger
- Accounts Payables
- Accounts Receivables
- Bank Reconciliation
- Tally ERP
- Value Added Tax (VAT)
- SAP Fico ERP
- Financial and management accounting
- Business Administration
- Back Office
- Payroll

EDUCATION QUALIFICATION

BBA / Bachelor in Business Administration (Finance)
2013, Calicut University, India

PERSONAL DETAILS

DOB - 28 July 1992,
SEX – Male
Marital Status - Married
Holding Indian Passport R 7708696
KSA VISA STATUS – VISIT VISA

Languages: English, Hindi,
Malayalam

FURTHER INFORMATION &
REFERENCES AVAILABLE UPON
REQUEST

PROFILE Add On's:

- Certificate of recognition for successful completion of a course on **SAP-ERP on Finance and Controlling (FICO)** during the period FEB 2014-APRIL 2014
- Successfully completed the **project study** on "A study on Effectiveness of Marketing Strategy" at **Amana Toyota**, Calicut, Kerala, in partial fulfillment of the requirements for the award of Bachelor of business administration during 2010-2013.

PROFESSIONAL EXPERIENCE

Aztec Middle East Contracting LLC

Stream of Business: Construction

General Accountant from May-15 to Present

- General Ledger
- Participation in preparation of monthly reports
- Bank Reconciliation
- Accounts payables
- Accounts Receivables
- Sales Invoicing
- Payroll Payments
- Journal Entries
- Sub-contractors Management
- Petty cash Management
- VAT

Metro Metals, Calicut, India

Stream of Business: Wholesale and Retail

Administration Assistant & Customer Relations from July 2013 – December 2014

- Maintain proper records of all correspondences and filing system
- Negotiate with the suppliers for appropriate resolution of quality related issues.
- Receiving Invoices and Order confirmations from suppliers.
- Forecast product need and availability
- Coordinating with the suppliers and Forwarding agent for the import, export and delivery of goods
- Deals with the customer queries and problems and troubleshoot them.

MARUTI SUZUKI

(Popular vehicles and services ltd), Calicut, India

Stream of Business: Automobiles

Sales & Administration Trainee/ From: April 2013 to July 2013

- Maintaining the Vehicle stock records accurately.
- Process delivery for assigned Customers
- Maintains quality service by establishing and enforcing organization standards
- After Sales services.