

**BHASAL ABDUL KABEER**

**MBA GRADUATE**

**Ph: +966571615603**

**+ 966572065942**

**Email: [bhasalbas@gmail.com](mailto:bhasalbas@gmail.com)**

**P.O BOX: 230 AL KHOBAR,31952 ,KSA**



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## **SUMMARY**

Dedicated professional with **Masters in Business Administration (MBA)** offering **4 years' experience in Accounting and Administration** is seeking to associate with a frontline company that offers scope to apply my multi-tasking abilities, for self & organizational advancement.

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## **SYNOPSIS**

- Results oriented Commerce Graduate with experience in Accounts & Finance
- Skills in different aspects of **Accounting, Financial Controlling and Office Administration**
- Possess **knowledge in Peachtree, Tally ERP Module**
- Have knowledge in **SAP**
- Resourceful in time management and functional logic with a technical trouble shooting knack.
- Exemplary communication skills coupled with excellent interpersonal and analytical aptitude.
- Fair & understanding leader and mentor; possessing ability to lead highly efficient and skilled operational teams.
- Possess strong understanding of the overseas client infrastructure and MNC culture.
- A skilled communicator with honed relationship management skills and a high degree of drive and initiative.

## **CORE COMPETENCIES**

- Operation
- Accounting
- Administration
- Finance
- Auditing
- Information Technology
- Petty cash
- Reporting
- Invoicing

## **IT SKILLS**

Accounting Software : **Tally ERP 9, SAP Business One, Peachtree**

Tools : MS Office, Tally, Google Docs

Operating System : Windows 7, Windows XP

## **EMPLOYMENT PROFILE**

**ALEN GULF CONTRACTING & CO, RAS TANURA, KSA,**

Accountant cum Operation Assistant (2019 October- 2021 JULY)

- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Follow up on all payments from clients, auditing the daily entries and posting to sub ledger.
- Generating Sales Invoices.
- Entries of cash Book, Sales Bills & Purchase Bills etc.
- Cash Handling & Preparation of Day Book
- Prepare / generate cash receipt vouchers, general invoices, receivable status report, and other related reports as required
- Preparing monthly payroll for staff.
- Controlled the operation activities
- Helped the operation team for the daily task
- Maintained Relation with clients
- Scheduled meeting with clients
- Perform the operation duties and submit daily reports
- Prepare cheques for payments
- Maintain cash transaction, petty cash book, preparing cash book
- Prepare management recommendations, such as Quotation

#### **AL-MURTAJIZ TRANSPORATION, Qatar**

Accountant cum Operations Assistant | 2017 December - 2019 July

- Passed journal entries for Sales transactions
- Maintained petty cash book
- Processed transactions through internet banking
- Prepared reports on accounts payable and accounts receivable
- Prepared weekly accounts report.
- Handled day to day accounts
- Controlled the operation activities
- Helped the operation team for the daily task
- Maintained relation with clients
- Sales & purchase total reconciliation of accounts.
- Prepares cheques for payment
- Preparing outstanding list of debtor & making payment follow-up
- Control all the operations activity and submitting daily reports

#### **PHOENIX CARS, Kerala India (Dealers of Volkswagen Cars)**

Marketing Assistant | 2016 August - 2017 October

- collected feed backs from the customers
- Supported marketing team
- arranged sales meetings with client
- assisted in the show room based sales
- prepared test vehicles requirement
- prepared comparative statements of company vehicle with other brands in the market
- prepared weekly sales reports

#### **EDUCATIONAL OVERVIEW**

- **MASTER OF BUSINESS ADMINISTRATION - MBA(Finance and Marketing)**

IIKM Business School Calicut (Bharathiyar University) | 2016

- **BACHELOR OF COMMERCE – B.COM**

CMS College of Science and commerce. (Bharathiyar University) | 2014

- **HIGHER SECONDARY EXAMINATION**

Board of Higher Secondary education, Kerala | 2011

**PERSONAL VITAE**

Nationality	:	Indian
Marital Status	:	Single
Sex	:	Male
Blood group	:	B+
Languages	:	English, Hindi, Arabic and Malayalam
Passport No	:	P1277944
Driving licensee	:	Holding Saudi and India
Visa status	:	<b>Transferable Visa</b>