



# ABDUL IRFAN

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☎ 0536450635

📍 Industrial Area.  
Makkah.  
K. S. A

in <https://www.linkedin.com/in/abdulirfan-20931710b>

## ✈ Skills

Professional skills Managed Accounts payable, Accounts receivable & payroll. Financial Accounting. Prepared a tax returns

Computer skills - Tally - excel - PowerPoint

Communication skills - Excellent written and verbal communication. - Quick decision making. - Problem solving.

## 👤 Reference

Abrar - "Shanfoods llc"  
IT support  
0545221863

## 🗣 Language

English Arabic Hindi

## 👤 Personal Details

Date of Birth : 15/10/1990

Marital Status : Married

Nationality : Indian

## 🎯 Objective

Results oriented accounting professional with board experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

## 📁 Experience

○ **Shan foods llc** 2016 -  
Current

Accountant

Preparing journal entries, complete general ledger operations, monthly, year-end closing and draw up financial reports.

Reconciliation of Banks Accounts.

Payment for vendors.

Quarterly preparation of vat files.

Managing colleagues, workloads deadlines.

Outstanding reports of customers.

Administer accounts receivable and accounts payable from our banks and treasury.

○ **Baharat construction** 2014 - 2015

Jr. Accountant

Book keeping.

Data entry.

Payments to vendor.

## 🎓 Education

○ **CMJ** 2013  
MBA(finance)

○ **SVU** 2011  
Bachelor of commerce

## 🏆 Achievements & Awards

- An employee of the year Shan foods llc 2018