

ABOBAKER SIDDIEQUE



CONTACT

@ mailtosiddieque@gmail.com
☎ +918606873728
📍 Kazhungin thodi, Kottoor, Kottakal,
Malappuram, Kerala

PERSONAL DETAILS

Marital Status : Married
Nationality : Indian
Passport Number : S7876927

SKILLS

High integrity, Specialized knowledge of accounting and business practices.

Highly analytical Advanced knowledge of MS Excel and MS Dynamics.

Intermediate knowledge of ERP software and other corporate database software.

Strong adherence to client confidentiality Administrative and clerical

Payroll specialization

Document control process

LANGUAGES

English
Arabic
Hindi
Malayalam

OBJECTIVE

To obtain a position as an active employee in growing. reputable company where can contribute my experience, preactive attitude and positive atmosphere to help imprave the company and myself.

EXPERIENCE

Tiptop furniture Private Limited

January2020 - Current

Accounts Manager

- Accountable for day-to-day operations of the branch and assisting the branch manager with managerial, and administrative functions
- Maintains communication between the branch and management by preparing daily, weekly, and month-end reports regarding operations and productivity.
- policies and procedures. Maintains control over audit procedures to ensure compliance with controls.
- Assists in evaluating staffs work performance by helping to prepare and deliver annual reviews and performing coaching sessions

Vodafone Cellular Limited

Nov2017 - Nov 2019

MIS coordinator

- Daily and Monthly generate of MIS reports, analysing the cases
- Upload Data on CRM and extract after updating by Backend Team.
- Prepare Report on excel using different reporting tools and formulas. Sent report to Manager on daily basis and as per need.
- practical experience and expertise in handling various Data and Reporting

Zeenath's Leather Planet

Aug 2015 - Sep 2017

Accounts Assistant

- Processed billings in a timely manner Assist customers by answering questions, problems, inquiries and complaints Process all procedures. and collect

EDUCATION

Madurai Kamaraj University

2015

Bachelor Of Commerce

