

CURRICULUM VITAE

PERSONAL DETAILS

Name : HASIF ABDULMAJEED
Mobile No : +914872606006,
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Nationality : Indian
D.O.B : 07TH MARCH 1984
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Marital status : Married
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HASIF ABDULMAJEED



Seeking a challenging and rewarding position in a progressive organization commensurate with my qualification and experience that will encourage me to give the best of my abilities that will utilize my knowledge, skills, and abilities to provide high quality service to employees, I have the ability to be committed to my job, meeting deadlines and achieving good result, with strong PR skills and capable to relate myself at all levels.

Summary of Skills

- Effectively Communicate With Client and Departmental Team Members
- Flexible, Effective Team Player.
- Performing Multitasks Under Pressure.
- Managing Colleagues, Workloads and Deadlines
- Self Motivated

Professional Experience

Currently managed NAFEESA HOLIDAYS & TRAVELS, Thrithallur, Thrissur-680619
Travel & Tour Agent franchised by Akbar Travels of India (From June 2020)

AMLAQ TRADING (FANR LED), Gharafa, Doha-Qatar
2017 May to September 2018

Position: Sales Coordinator

Career Profile

- Sales (Wholesale & Retail/Showroom)
- Co-ordination with Associates & Suppliers
- Demonstrate Product Features to facilitates Decision making
- Ensure Delivery on time and Close sales and Assist Customers through payment Procedure
- Market Study And Pricing
- Visiting and keeping connection with Client
- Submitting Quotations and Follow up
- Reporting
- Arranging materials as per Customer Requirement
- Maintaining Payables and Receivables
- Procurement Executive
- Co-ordinate Manufactures and factories.
- Stock Handling and Ordering Materials

BISMI TRAVELS, Naduvattom, Edappal, Kerala
2016 March to January 2017

Position: Travel Consultant Cum Accountant

Career Profile

- Billing domestic & International Air tickets,
- Sending daily bill to the clients regularly,
- Sending fortnight statement to the clients,
- Follow-up for the payment.
- Visiting and keeping connection with Client
- Submitting Quotations and Follow up
- Reporting
- Co-ordinate Manufactures and factories.
- Arranging materials as per Customer Requirement
- Maintaining Payables and Receivables
- Stock Handling and Ordering Materials

BUILD MAC TRADING, Abudhabi-UAE & Barwa Village,Doha-Qatar
2011 November to February 2016

Position: Sales Executive Cum Accountant

Career Profile

- Sales Co-Ordination
- Co-ordination with Associates & Suppliers
- Demonstrate Product Features to facilitates Decision making
- Ensure Delivery on time and Close sales and Assist Customers through payment Procedure
- Market Study
- Pricing
- Co-ordinate Manufactures and factories.
- Visiting and keeping connection with Client
- Submitting Quote and Follow up
- Reporting
- Maintaining Day to Day Accounts and Reporting
- Maintaining Payables and Receivables

ABOVE Solutions(Sales XPO), Bangalore, India
2010 July to Dec 30

Position: CONSULTANT

Above Solutions in Part of **SILATECH**, Doha, Qatar in MS Dynamics AX in AP & AR for projects (1st Aug 2010 to 30th Dec 2010)

Career Profile

- Preparation of Purchase orders
- Data Entry
- Invoicing , GRN
- Making Payments in mode of Cheque / EFT

SUSHIL Associates, Thrissur, Kerala, India.
2009 March to 2010 July

Position: Jr. ACCOUNTANT

Career Profile

- Auditing the company's accounts.
- Preparation of Trial Balance, responsible to maintain cash book.
- Finalization of accounts.
- Consultation of various account related problems for the customers.
- Maintaining Ledger through Computerized system

LULU Group Of Pharmacies, UAE
2007 June to 2009 February

Position: ACCOUNTANT

Career Profile

- Finalization of Accounts & Preparation of P/L Account and Balance Sheet.
- Preparation and analysis of Monthly Trial Balance.
- Monthly Reconciliation of Bank Accounts.
- Reconciliation of Supplier, and Customer Accounts.
- Handling all works relating to Accounts Payable & Accounts Receivable
- Checking Ageing Analysis of Payables and scheduling payments according to priority.
- Follow up of Debtors/Creditors and reconciliation of their Accounts.
- Passing all kinds of JVs relating to General Ledger.
- Handling of all Transactions relating to Bank.
- Booking of PDC transactions and Preparation Cheques and Transfer Letters.
- Preparation of Bank Cash flow Statement
- Maintenance of Petty Cash Accounts.
- Coordinate with concerned authority for Rent payment, Electricity and water charges, Telephone charges.
- Maintenance of vehicle records- insurance, registration etc.
- Monthly Reporting Outstanding Payables and Receivables.
- Preparation of other MIS reports as per Management instruction.
- Systematic filing of records and documents.
- Liaison with Internal Auditors.
- Preparation of Fixed Asset Register.
- Credit Card Operations & Follow ups
- Stock Maintaining Through ERP system
- Stock Reconciliation

REVATHY Logistics. Cochin, Kerala. India.**2006 August to 2007 February****Position: Executive****Career profile**

- Cargo Acceptance, Space booking, Follow Ups
- Preparation of Customer invoices.
- Handling of petty cash preparation of petty cash books.
- Preparation & Filing of Documents
- Customs Clearing
- Logistics Assistance
- Preparation of Airway Bill
- Maintaining Day Book for Accounts

EDUCATIONAL QUALIFICATION

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|--------------------------------|---------------------------------------|
| □ Bachelor of Commerce (B.com) | University of Calicut, Kerala, India. |
| □ IATA-FIATA Diploma | Speedwings, Cochin, Kerala, India. |
| □ CGD (Graphic Designing) | Image Thrissur |

COMPUTER PROFICIENCY

- *Certified Tally Professional.*
- *Advanced operating knowledge in MS-Office.*
- *Familiar with the accounting package Peachtree & DacEasy, Daceasy, Quickbooks*
- *Familiar with ERP System MS Dynamic Ax*
- *Email & Internet applications.*
- *Adobe Photoshope, illustrator, Indesign*
- *UAE, QATAR Driving License*

LANGUAGES KNOWN**English, Hindi, Malayalam & Arabic (basic)****REFERENCES**

Provided upon Request.

I, **HASIF V.A**, hereby confirm that the information given above is true to the best of my knowledge.