



ABDULLA KUTTY

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Professional Summary

Accounting professional responsible for client accounts of various sizes for more than 10 years. Specializes in compliance and audit risk. Seeking budget and reconciliation role in company.

Skills

- Communication skills
- Bilingual in Language
- Project management knowledge
- Managing Hotel field

Experience

Accountant

March 2014 – June 2017

Copri Construction Ent Establishment, Abu Dhabi, United Arab Emirates

- Analyzed administrative cost and recommended reduction plan to improve revenue .
- Advises various departments on financial activities such as funding and accounting codes.
- Contributed to annual budget to analyze trends and obligations.
- Balanced and reviewed monthly reports.

Salesman And Accountant

September 2009 – January 2014

Jabal Al Noor – Satwa, دبي, United Arab Emirates

- Accepted and processed customer payments in cash, credit cards and checks, checking for validity.
- Acknowledged customer issues and resolved their problems quickly and efficiently.

- Assisted clients in understanding their available options and helped them select the right service plans for their needs.

Marketing Manager

April 2005 – June 2009

Bajaj Electrical Service and Godown, Kochi, India

- Annually re-assessed communication plans, processes and special packages to ensure the company is saving money and receiving a good deal on all negotiations.
- Created and implemented personal spreadsheets for each event that featured accurate vendor, facility and guest information along with current changes and status updates.
- Efficiently handled vendor and subcontractor negotiations and relations to ensure the company budget was accurately maintained.

Education

B.com – Wisdom College, Edappal, India

Tally, Microsoft Office, Word etc...

Languages

Arabic, Hindi, Tamil, Malayalam etc...

Personal Details

Date Of Birth	:	17-04-1973
AGE	:	46
MARITAL STATUS	:	MARRIED

Hobbies

- Singing
- Travelling
- Charity Works

DECLARATION: I do hereby declare that the above mentioned details are true and fair to the best of my knowledge.

Place : Padinjarangadi

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