

# ABDULLA KHALID

## MBA GRADUATE

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**A** Thrissur, Kerala

### OBJECTIVE

Recent MBA graduate with a strong foundation in strategic management, finance, and human resource. Seeking to contribute analytical and problem-solving skills to a dynamic business environment. Eager to collaborate across functions, drive innovation, and enhance operational efficiency. Committed to adding immediate value while pursuing ongoing learning and professional growth.

### EXPERIENCE

#### SHRIRAM LIFE INSURANCE – INTERN

Dec 12, 2022 – Feb 28, 2023

- Approached customers for taking insurance policy

#### ESAF BANK – INTERN

Sept 1 – Oct 1, 2022

- Updating financial statements

#### AL KHAYOOT AL JAMILA GARMENTS – ASST. ACCOUNTANT

June 17, 2020 – Aug 10, 2021

- *Works done:*
  - Posting journal entries
  - Updating financial statements, maintaining accounts payable and accounts receivable
  - Managing monthly payroll/payments
  - Preparing financial reports
  - Financial forecasting
- *Results delivered:*
  - Created a system that delivers financial statements that are easy to read and error-free
  - Collections from debtors are tracked periodically
  - Vendor payments and wages are paid on time

#### ZAHRA BLINDS – ASST. ACCOUNTANT

### EDUCATION

#### *Master of Business Admin.*

2021-2023 Batch

ELIMS Thrissur, Kerala

Affiliated to Calicut University

#### *Bachelor of Business Admin.*

2017-2020 Batch

ELIMS Thrissur, Kerala

Affiliated to Calicut University

#### *Secondary & Higher Secondary*

2014-2017

IES Public School, Thrissur, KL

Affiliated to CBSE

### KEY SKILLS

- ERP/HRMS (TALLY ERP9)
- JAVA/MYSQL PROG.
- ENGLISH TYPING LVL. 3
- MS OFFICE

### QUALITIES

- GOOD COMMUNICATION AND INTERPERSONAL SKILLS
- SOFTWARE/TECH SAVVY
- PROJECT MANAGEMENT
- WILL TO LEARN
- SELF-MOTIVATED

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April 08, 2019 – March 04, 2020

- Works done:
  - Assisting in maintaining original invoices required for tax & auditing purposes.
  - Payments to suppliers & utility services.
  - Collecting payments for customers & preparing invoices.
  - Preparing deposit slips.
  - Assisting in preparation of bank reconciliation statements.
- Results delivered:
  - Understood arranging of invoices for various purposes.
  - Reduced suppliers waiting period for their payments.

#### **PHS BURGER WORLD – ASST. ACCOUNTANT**

July 21, 2018 – January 13, 2019

- Works done:
  - Maintaining good relationships with vendors by managing invoices, credit notes, etc...
  - Payment preparation for vendors on due date.
  - Utility bill payments.
  - Assisting in preparation of payroll, daily wages, etc..
- Results delivered:
  - Prompt payments to suppliers, utility bills, etc..
  - Could maintain good relationships with vendors.

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#### **COURSES/TRAINING/PROJECTS**

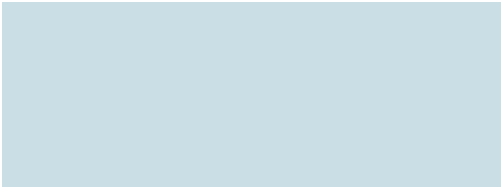
- Barclays LifeSkills Programme
  - Dated 20 Jan, 2022
  - Conducted by GTT Foundation, ELIMS
- Voice of Customer (VoC) Training
  - Held in Dec 2021
  - Conducted by K-DISC, Govt. of Kerala
- Project: “A Study on Receivable Management”
  - Data sourced from Star Pipes and Fittings Pvt. Ltd.
- Article: “A Study on Challenges and Opportunities for Startups in India”
  - Published in: July 17, 2022

- AGILE

#### **LANGUAGES**

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

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