 HALITH

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**CAREER OBJECTIVE**

To obtain a career with enriching learning experience, where my hard work skill will greatly enhance the company’s success as well as my own growth.

**PROFESSIONAL EXPERIENCE.**

***APOLLO HOSPITALS, CHENNAI***

***ASSISTANT HR Cum Junior ACCOUNTANT:***

June 2015 toNovember 2016

* Prepare a Balance Sheet.
* Prepare a Payment Voucher & Receipt.
* Process all type of Statutory Activities.
* Prepare a Employees Gratuity and Full & Final Settlement Cheques.
* Attain the Vendors and Contractors Statutory Audit.
* Payroll (Salary) Process and Maintaining Time Office Process.
* Employees Team Organization and Schedule coordinate meetings.
* Maintain confidential records, files, Perform data entry and scan documents.

***ACADEMIC CREDENTIALS:***

|  |  |  |  |
| --- | --- | --- | --- |
| ***EXAM / DEGREE*** | ***YEAR*** | ***NAME OF INSTITUTE*** | ***UNIVERSITY / BOARD*** |
| **Bachelor Of Commerce** | 2015 | Annai Arts and Science College | BharathidasanUniversity. |
| **Higher Secondary** | 2012 | Goverment Higher Secondary School. Kumbakonam. | State Board |

***ACCOUNTING SKILLS:***

* Accounts Payable.
* Prepare Balance Sheet.
* Cheque Receiving & Printing.
* Sales Tax.
* Prepare Balance Sheet.

***COMPUTER SKILLS:***

* Software packages**:**MS – Office, Tally ERP 9.
* Typing skills :Lower level typing speed.

***KEY SKILLS:***

* Effective Problem Solving.
* Normal Verbal and Communication Skills.
* Ability to deal People Diplomatically.
* Ability to work well under pressure.
* Teamwork and interpersonal skills.

***PERSONAL DETAILS:***

DATE OF BIRTH : 07 – 02 - 1995

NATIONALITY : INDIAN

RELIGION : MUSLIM

GENDER : MALE

MARITAL STATUS : SINGLE

LANGUAGE : ENGLISH, TAMIL

VISA STATUS :VISIT VISA

***DECLARATION***

I further declare that the information made by me in this form is true and complete to the best of my knowledge; I understand and accept the fact that information in this form will be used on all recruitment related purposes of the company.