

**HASAN**

**Email Id:** [**HASAN.341084@2freemail.com**](mailto:HASAN.341084@2freemail.com)

**CAREER OBJECTIVE:**

* To obtain a challenging position that will allow me to expand on my education and continue to accumulate knowledge and to contribute to an organization’s success through the use of my knowledge and skills.

**WORK EXPERIENCE:**

* Worked as an “**Accountant”** (Using **Tally ERP9**) in M/S **Kanachur Seasoning Industries (**Plywood & Timber factory**),** Mangalore, Karnataka, India from September 2011 to August 2014 (3 years).
* Worked as a **“Sales Assistant cum Cashier”** in **Terranova Fashion,** Fashion dress shop, Al Ain from November 2014 to September 2016.

Company **: SPORTLAND GROUP OF COMPANIES** (DUBAI, UAE)

**DUTIES AND RESPONSIBILITY (ACCOUNTANT):**

* Book keeping and recording the accounting entries.
* Handling Accounts Payables / Accounts Receivables.
* Preparation of stock report and fixed asset register.
* Managed vendor accounts and generating weekly on demand cheques
* Follow up accounts and maintenance of Customers Cheques.
* Preparation of Quotations and invoices.
* Preparation of cash budget and bank reconciliation.
* Preparation of income and expenditure accounts.
* Preparation of P & L A/c, Balance Sheet.
* Handling and e-filing of Sales Tax, TDS etc.
* Finalization of Accounts.

**DUTIES AND RESPONSIBILITY (SALESMAN):**

* Assisting the Customer in enthusiastic and courteous manner.
* Communicating with the customer about understanding of products.
* Assists with merchandising efforts, displays and floor moves as needed.
* Preparation of Quotations about the order of Products.
* Checking of goods which we are receives from the supplier.
* Being responsible for processing cash and card payments.

**EDUCATIONAL QUALIFICATIONS:**

* **Bachelor of Business Management (2010-11 from University College, Mangalore, Karnataka, India)**
* **P.U.C. (2007-08 From Department of Pre-University College, Mangalore, Karnataka, India)**
* **S.S.L.C. (2005-06 From Karnataka Secondary Education Examination Board, Mangalore, Karnataka, India)**

**TECHNICAL QUALIFICATION:**

* **MS Office**(**MS Windows, MS – Word, MS- Excel, Ms- Power point).**
* **Tally.ERP 9 Vat Enabled Accounting.**
* **Peachtree.**

**PERSONAL DETAILS:**

Date of Birth : 08/03/1990

Languages Known : English, Hindi, Malayalam, Arabic (Basic).

Gender : Male

Marital Status : Single

Religion : Islam

Nationality : Indian

Visa Status : Visit Visa (Expiry on April 15)

I, **HASAN** hereby declare that the information Furnished above are true to the best of my knowledge and belief.