**HUSSAINAR**

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**About Me**



**Career Objectives**

I would like to be a part of an organization where I could use and enhance my knowledge, and talent for the development of both the organization and myself and achieve the goals. Obtain a position in which I can develop new skills and utilize existing ones in an environment that promotes professional growth.



**Education**

**BBM**

Badria First Grade College Graduated, May 2014

Mangalore University (High Second Class)



Mangalore, Karnataka

**MBA**

PA College of Engineering (MBA) Post Graduated, June 2016

Visveswaraya Technological University (VTU) (First Class)



Mangalore, Karnataka



**Career Highlights**

**Worked At U K Traders**

As an Assistant Accountant

(On July 2016 – April 2017)

Preparation of Vouchers, maintaining Cash Book, Bank Book and Ledgers and all day- to-day accounts related jobs.

* Reconciliation of Stock Register with inventory.
* Debtors & Creditors payment follow up and monthly reconciliation of all accounts.

Assisting in Preparation of Profit & Loss A/C and Balance Sheet quarterly, half yearly & annually.

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Summarizes current financial status by collecting information; preparing balance |  | sheet, profit and loss statement, | |
|  | and other reports. |  |  |  |
|  | Maintains accounting controls by preparing and recommending policies and | procedures. | |  |
|  | Maintains customer confidence and protects operations by keeping financial | information confidential. | |  |
|  | Maintains professional and technical knowledge by attending educational workshops; | | reviewing | professional |
|  | publications; establishing personal networks; participating in professional societies. | |  |  |

* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.
* Make payments to Branches and Suppliers also advising for receivables.
* Collecting reports from all branches for reconciliation also payment advice.



**Skills**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Technical Skill |  | Effective | Interpersonal |  | Ability | to Work Under |
|  |  |  | Communication |  |  | Pressure | |
|  |  |  |  | |  |  |  |
|  | Time Management |  | Decision Making Skill | |  | Quick | Learner, Sincere and |
|  |  |  |  |  |  | Hard Worker | |

**Computer Proficiency**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Tally ERP9 |  | MS Excel | MS Word | MS Power Point |
|  | Video Editing |  | Installing Software’s |  |  |



**Languages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | English |  | Hindi |
|  |  |  |  |  |
|  |  | Malayalam |  | Kannada |
|  |  |  |  |  |



**Project Undertaken**

**Customer Satisfaction with reference to U.K Traders-MBA**

The project is undergone to identify the customer satisfaction level on U.K Traders in purchase of goods like granite, tiles, marble and sanitary wares. The different aspects where customer satisfied are service, price, quality etc.

**Working Capital Management at Yafco Wood Industries-BBM**

The Project is undergone to identify the management of Working Capital at Yafco Wood Industries, and also to know the financial performance of the company.



**Personal Interests**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Playing Outdoor Games |  | Travelling |
|  |  |  |  |
|  | Outing with friends |  | Social Welfare Activity |
|  |  |  |  |

Exploring new things



**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Marital Status: | Single |
| Birthday: | July 07, 1991 | Nationality: | Indian |
| Gender: | Male |  |  |
|  | |  |  |
|  |  |  |  |
|  |  | |  |

**Declaration**



I, **Hussainar**  hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.