**HADIYA**

**Personal info**

* **C/o-Contact No**

**+971 50 4973598**

* **E-mail**

**Hadiya.376581@2freemail.com**

**PERSONAL DOSSIER**

|  |  |
| --- | --- |
| **Date of Birth** | **:20/08/1995** |

**Sex** **: Female**

**Father’s Name** **: Yousaf**

**Nationality** **: Indian**

**Marital Status** **: Married**

**Blood Group : B-**

**CURRICULUM VITAE**



**CAREER OBJECTIVE**

I am looking for a challenging career in accounts/ Finance where I can contribute from my experience and knowledge towards the growth of the organization and myself

**CAREER PRECIS**

****Bachelor of Commerce****

****Accountant Diploma.****

****6 Month Working experience****

****Proficient with MS word, MS excel, Outlook****

* + Knowledge Of **Tally ERP** ,**Quick Books**, **Peachtree**,****
* **SAP**
* A go-getter with high confidence level****
* Hard working and good team player skills****
	+ Strong in financial analysis, control and possess finance management software knowhow****

**EMPLOYEMENT HISTORY**

* Assistant Accountant****

**G-TEC , Trissur , Kerala, India**

* Worked as Assistant accountant in **G-TEC**

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Nature of Work :Manual & Computerized Accounting****

****Period : From March 2017 to November 2017

 **Key responsibilities**

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* + Maintaining the books of accounts up to finalization.****
	+ Receipt, issue and inventory control of material.****
	+ Bank deposits, Payments and reconciliation.****
* Preparation of Month end reports, Yearend reports.****
	+ Evaluate monthly profit and loss account.****
	+ Checking vouchers with supporting documents.****
	+ Checking all the tax related documents.****
	+ Correcting the ledger accounts.****
	+ Preparation of Vouching Notes.****
	+ Preparation of monthly individual salary statements****

**LINGUISTIC ABILITIES**

**English, Hindi, Malayalam, Tamil (R/W/S).**

**STRENGTH**

* **Willingness to learn new thing.**

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* **Positive thinking.**

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* **Ability to get along with others.**

**Passport Details**

**EDUCATION**



**2016 Bachelor of Commerce.** **Calicut University**

**Kerala, India.**

**Key Modules:**

* Financial Accounting, Auditing, Business Management, Marketing Management, Banking Theory and Practice, Management accounting, IT for Business, Auditing, Cost Accounting, Business and corporate Laws, Business statistics.****

**SKILL SET**

* Familiar with the operation of **Tally ERP, Quick Books**, **Peachtree, SAP** software & Magnet accounting software.****

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****Familiar with**MS Office**tools including**MS-Word, Excel, Power**

****

**Point, and Outlook.**

**Date of issue : 28/08/2017**

**Date of expiry : 27/08/2027**

**Place of issue : Cochin**

**Visa status : Visit Visa**

****Familiar with Web browsing and Internet.****

****Familiar with Windows XP, Windows 7, Linux.****

* Financial management skills i.e. Profit & Loss, setting targets, expenses, etc.****

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******SSLC**

********From ST. Joseph’s Higher Secondary School, Mathilakam********Kerala. - Board of Public Examinations, Kerala****  **H.S.E**

* From Higher Secondary School **Kaipamangalam Fisheries**

**PERSONAL SKILLS**

 Willingness to take ownership of the job given and complete it

within the deadline.****

****

 Quick learner who can rapidly master all aspects of the job,

with limited training****

****

* Ability to work under pressure.****

**DECLARATION**



I hereby declare that the above mentioned information is true to the best of my knowledge and I hold the responsibility for the correctness of the above mentioned particular