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|  |  | CURRICULUM VITAE |
| Name | **:** | HASAN  |
| Email | **:** | Hasan-393387@2freemail.com  |  |
| Date of Birth | **:** | 13 MAY 1984 |
| Nationality | **:** | Indian |
| Language | **:** | Tamil, English, Hindi |
| Applying for | **:** Suitable post in Accounts |
| Visa Status | **:** | Visit Visa |



**Professional Profile**

* A dedicated & hard working candidate with 11+ years of experience in finance, accounting & reporting.

**Achievements**

* Reconciled bank accounts pending for more than 1 year.
* Streamlined the accounts payable & receivable processes.
* Cleared long outstanding of corporate customers.

**Career Summary**

**Designation Period**

**:** **Accounts and Air Ticket Booking**

**: JULY 2007 to Jan 2011.**

East Coast Travels is travel agent in Kilakarai (Tamil Nadu) dealing in arranging Airline Ticketing / and Passport & Visa services.

**Job Responsibilities / Involved in:**

* Involved in Accounts receivable, Accounts Payable, Petty cash, Cash Management, GL & Fixed Assets related responsibilities.

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| **Designation** | **:** | **Accounts and Rental Car Booking** |
| **Period** | **:** | **Feb 2011 to Sep 2018** |

Stellar Rent A Car LLC is rental agent in Dubai (UAE), dealing in arranging car rental services.

**Job Responsibilities / Involved in:**

* Involved in Accounts receivable, Accounts Payable, Petty cash, Cash Management, GL & Fixed Assets related responsibilities.

Page 1 of 2

**Job Responsibilities / Involved in:**

Accounts Receivable

* Process invoices & receipts for corporate as well as walk in clients.
* Scrutiny of invoices, credit /debit notes & ensuring the invoices are properly accounted & communicated to the customers without delay.
* Ensuring that revenues are charged to proper Line of Business / Revenue streams.
* Collections of dues from customer within the approved time limits & as per the credit terms.
* Reconciling and rectifying customer accounts.
* Reporting on disputed invoices to sales /marketing.
* Resolving the customer queries immediately via email / Telephone & personal visit.
* Maintaining records of all the contracts committed, payments, retentions and advances.
* Aging Analysis of Accounts Receivables.

Payroll &Accounts Payable

* Processing Payroll and staff entitlement payments.
* TDS calculation, service tax calculation and online payment.
* Accounting supplier invoices after verifying;



* Preparing Cheques for supplier within the given due dates.
* Foreign inward / outward remittance.
* Reconciling supplier accounts periodically.
* Ensuring proper documentation.
* Aging Analysis of Accounts Payables.

Month Closing, General Ledger, Fixed Assets (FA) & Reporting

* Preparation of financial statements &variance analysis (Actual v/s Prior Period actual and Actual v/s budget).
* Preparing & entering Reconciliation, Amortization, and Accrual & Rectification jvs in GL.
* Preparing bank reconciliation & credit card reconciliation statement on monthly basis.
* Cash Forecast details biweekly.
* Handling cash flow of the company & working with banks for overdraft facilities.
* Sales and profitability reports by line of business / Revenue streams.
* Providing KPI reports for management.

Other Responsibilities

* Extending support to team members as and when required.
* Providing orientation & trainings to new joiners.

**Education & Qualifications**

**Degree**

**Passing Year**

**Special Subjects**

Bachelor of Commerce

2004

Management Accounting

Taxation

**Computer / Systems Knowledge**

Microsoft Office

Proficient in Microsoft Excel, Word, Outlook & PowerPoint

ERP / Accounting and other Systems;

* Working Experience in TALLY

Page 2 of 2