**Curriculum vitae**

**HANEES.**

**Email:** **hanees.381156@2freemail.com**

**OBJECTIVE**

**A highly knowledgeable accounting professional with over 4 years of experience in managing accounts, willing to undertake a challenging opportunity in a fast paced environment and enhancement of professional status.**

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
|  **M.COM-** | **Madurai Kamaraj University -** | **65%** | **(2015-2016)** |
|  **B.COM-** | **University Of Kerala -** | **80.5%** | **(2011-2014)** |
|  | **Plus Two** | **Commerce- Kerala Higher Secondary Board** | **82%** | **(2009-2011)** |
|  | **SSLC -** | **Kerala State Board** | **97%** | **( 2009)** |

**COMPUTER QUALIFICATION**

* **Accounting Package: Tally, Peachtree, Quick Book**
* **MS Office(Windows all version)**
* **Professional Accounting**

**PASSPORT DETAILS**

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|  **Date of issue** | **:** | **07/01/2015** |
|  | **Date of expiry** | **:** | **06/01/2025** |
|  | **Place of issue** | **:** | **Trivandrum** |

**EXPERIENCE**

* **Now 1 year experience of working as Accountant in Oyster Trading FZE, Sharjah-UAE (2017 August--still continues)**
* **8 month experience as Accountant in Model food products, Attingal, Trivandrum (2016 December-2017 August )**
* **1 year experience as Accountant in Gold Link Hotels (p)ltd. Kovalam, Trivandrum ( 2015 November – 2016 November )**
* **1 year and 6 month experience as Accountant in We R Accountants and tax practitioners ,Trivandrum( 2014 May – 2015 October )**

**JOB RESPONSIBILITIES**

* **Ability to work hard, sincerely and independently.**
* **High level of energy and enthusiasm.**
* **Problem solver and good team player.**
* **Accounts Clearing.**
* **Day to day accounting Works.**
* **Maintaining Petty Cash.**
* **Vat /tax calculation.**
* **Preparation of Profit and loss Accounts.**
* **Monthly closing and reporting to management.**
* **Preparation of all type of financial reports**
* **Preparation of Bank Reconciliation Statement**
* **Handle of all Account Payable and Receivables.**
* **Ensuring all the dues to and from the companies have monitored and reconciled periodically.**
* **Inventory Maintaining**
* **Maintaining clients’ ledgers and reconciliation.**
* **Payroll preparation**
* **Bill collecting.**

**NOW 1 YEAR WORKING AS ACCOUNTANT IN OYSTER TRADING FZE (AUG 2017 –TILL PRESENT)**

**JOB RESPONSIBILITIES**

* **Managing purchase, sales, payment, receipt collection & journal voucher**
* **Verification of bills & reconciliation of total turnover and managing bank, debtors & creditors**
* **Reconciliation Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.**
* **Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Vouchers & Agency Payment**
* **Sales & Purchase total reconciliation of accounts calculating VAT**
* **Check and compile the Tax returns**
* **Day to day accounting Works and Maintaining Petty Cash Account.**
* **Reconciliation of Bank Statement at the end of month.**
* **Maintain salary register, Manage employee payroll services, Balance sheet & profit & Loss while ensuring proper standard**
* **Responsible for administrative services including all aspects of HR management, shipment and payment management**
* **Inputting, matching, batching and coding of invoices**
* **Responsible for financial accounts including budgets and cash-flow ^ Review expense reports and cash advances**
* **Maintaining the official files.**
* **Prepare project wise report to management**
* **Helps in financial comparison of different projects or work**
* **Helps Management in financial planning and decision making**
* **Co ordination Annual Audit of the Company**
* **Other Accounting works.**

**LANGUAGES KNOWN**

**English, Hindi and Malayalam**

**PERSONAL SKILLS**

* **Ability to accept and learn from criticism**
* **Able to do work as per assignment**
* **Polite and Punctual**
* **Pleasant personality**
* **Creative mind & passionate about learning new technologies.**
* **Strong will and hardworking.**
* **Ability to work under pressure.**
* **Attention to detail**
* **Excellent motivating skills.**
* **Identifying problems and finding solutions for the same.**
* **Ability to work hard, sincerely and independently.**
* **High level of energy and enthusiasm.**
* **Problem solver and good team player.**
* **Ability to manage a staff.**
* **Manual preparation of all documents.**
* **Excellent communication skills and interpersonal skill**

**HOBBIES**

* **Playing Football**
* **Reading**
* **Swimming**
* **Riding Bikes**

**PERSONAL PROFILE**

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| --- | --- | --- |
| **Date of Birth** | **:** | **17/03/1995** |
| **Gender** | **:** | **Male** |
| **Nationality** | **:** | **Indian** |
| **Marital Status** | **:** | **Single** |
| **Religion and Caste** | **:** | **Islam, Muslim** |
| **Visa status** | **:** | **Transferable Employment visa** |

**DECLARATION**

**I hereby declare that the above furnished details are true and correct to the best of my knowledge.**

**Reference** **Available on request**