

HAFEES.T H

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Dubai - UAE



ACCOUNTANT: To advance within a company that provides security and opportunity for professional development, which calls for superior technical and analytical abilities.

Experience

Accountant Cum Sales Coordinator

[December 2021 – August 2023]

Al Delaimi Trading Est

Al Ain, Abudhabi, UAE

- VAT filing and other compliances.
- Preparation of monthly financial statements.
- Payment follow up and collection.
- Sale co-ordination and Market visit
- Prepare and submit weekly or monthly reports.
- Stock management.
- Handling of petty cash.
- Process payments of vendors invoices, issue cheques, invoices and receipt.

Accountant

[June 2021- October 2021]

The Trichur Co-operative Spinning Mills Ltd

(A Government of Kerala Undertaking) Thrissur, Kerala

- Responsibilities for book keeping, files & other documents maintenance.
- Maintenance of accounts, finalization of books for audit.
- GST return filing and other compliances.
- Preparation of weekly stock and store reports.
- Making of tenders through govt e-tender system.
- Assisting Internal Auditor, Gst auditor and Statutory auditor.
- Preparation of financial statements.

Education

CMA FINAL SEMI QUALIFIED

INSTITUTE OF COST ACCOUNTANTS OF INDIA

B.COM

CALICUT UNIVERSITY KERALA INDIA

**CAT - CERTIFICATE IN ACCOUNTING
TECHNICIAN**

HIGHER SECONDARY -

*BOARD OF HIGHER SECONDARY EXAMINATION
GOVT OF KERALA INDIA*

**SSLC – BOARD OF PUBLIC EXAMINATION
GOVT OF KERALA INDIA**

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organisational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Accounts & Audit Assistant

[February 2021 – May 2021]

*VELICHETY & CO. CHATERED ACCOUNTANTS
BANGLORE, KARNATAKA*

- GST Registration, Return filings and other compliances for various companies.
- Planning and execution of various internal audit procedures including vouching of income and expense items, obtaining debtors and creditors and bank balance conformation.
- Preparation of project report for banks for loan appraisal and bank.
- Responsibilities for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit.

Accounts Assistant

[January 2020 – April 2020]

*CA ABHINAND & ASSOCIATES
ERNAMKULAM, INDIA*

- Income Tax Return Filing.
- GST Registration, Return filings and other compliances for various companies.
- Internal Auditing in different companies.
- Planning and execution of various internal audit procedures including vouching of income and expense items, obtaining debtors and creditors and bank balance conformation.
- Preparation of project report and projected financial statements for banks for loan appraisal.
- Accounts, finalization of books for audit.

Accounts Softwares

- Peachtree Ind
- Tally Prime
- Tally Erp 9
- Al Haitham
- Champion

Personal Details

VISA TYPE : VISIT VISA

PASSPORT NO : U7485529

SEX : MALE

DATE OF BIRTH : 10-02-1999

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGES

KNOWN : ENGLISH & MALAYALAM

CONCLUSION

I hereby declare that all the information given above are true complete and correct to the best of my knowledge and belief.

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