



# HASAINAR .M

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📍 Deira ,Dubai



## PROFILE SUMMARY

Detail-oriented professional with expertise in financial transactions, data entry, and billing operations. Strong mathematical skills, computer proficiency, and a customer-focused approach. Accurate and efficient in recording data, managing invoices, and handling cash transactions. Collaborative, adaptable, and committed to achieving financial objectives.



## KEY SKILLS

Energetic

Computer Proficiency

Integrity and Trustworthiness

Customer Service

Decision Making

Data Entry Skills

Optimistic

Critical thinking

Adaptability

Multitasking

Excellent problem-solving skill



## EMPLOYMENT CHRONICLE

- **ACCOUNTANT** | Nov 2021- Dec 2023  
AL QABAYEL DISCOUNT CENTRE, BOWSHER, OMAN
- **ACCOUNT ASSISTANT** | 2018-2020  
MARGIN FREE MARKET, KUMBLA, KERALA
- **ACCOUNT ASSISTANT** | Mar 2016 - May 2017  
MANESH ASSOCIATES ACCOUNTANT AND TAX PRACTITIONERS, KERALA, INDIA

## KEY RESPONSIBILITIES FOR ACCOUNTANT

- Assisting in the preparation of financial documents, such as invoices, bills, and accounts payable/receivable.
- Recording financial transactions in accounting software or spreadsheets.
- Verifying and reconciling financial data to ensure accuracy.
- Assisting in the preparation of financial statements and reports.
- Handling basic bookkeeping tasks, including maintaining records of financial transactions.
- Assisting with budgeting and expense tracking
- Entering data into computer systems accurately and efficiently.
- Verifying data for completeness and accuracy.
- Ensuring data is appropriately categorized and organized.
- Processing customer purchases and sales transactions accurately.
- Handling cash, credit cards, and other forms of payment.

## **KEY RESPONSIBILITIES FOR BILLING STAFF**

- Generating invoices for customers based on their purchases, ensuring accuracy in pricing, taxes, and discounts if applicable.
- Receiving and processing payments from customers through various payment methods, such as cash, credit cards, or electronic transfers.
- Maintaining records of outstanding customer payments and following up with customers to collect overdue payments.
- Coordinating with the sales team to ensure that all sales transactions are accurately recorded in the billing system.
- Entering billing and payment data into the accounting or billing software accurately and in a timely manner



## **ACADEMIC CREDENTIALS**

- **BACHELOR OF COMMERCE (B.COM) | 2017**
  - Kannur University
  - Academy College, Kumbala, Kasaragod, Kerala
- **HIGHER SECONDARY | 2014**
  - Board of Higher Secondary Examination, Kerala, India
  - Govt. H.S.S. Cherkala, Kasaragod, Kerala
- **SSLC|2012**
  - Board of Public Examination, Kerala, India
  - Sri Annapurneshwari H.S Agalpad, Kasaragod, Kerala



## **CERTIFICATIONS**

- CACFA Certified accountant in computerized financial accounting from Professional school of Accounting, Kasaragod
- Successfully completed accountant in computerized Financial Accounting Tally, Peachtree, Quick Book, Wings from professional school of accounting|2016
- Certificate having participated in the 150 hours communicative English programme conducted by Markaz English Club at Markaz Ihram|2018
- Successfully completed the training course conducted by IL& FS Skill Development Cooperation Limited |2016



## **COMPUTER PROFICIENCY**

- MS Office/Excel ★★★★★
- Internet & Email ★★★★★
- Basic Operations ★★★★★



## PERSONAL STRENGTHS

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- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



## LANGUAGES KNOWN

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- English
- Malayalam
- Hindi
- Kannada
- Arabic



## PERSONAL DOSSIER

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Gender : Male  
Date of Birth : 08/07/1996  
Nationality : Indian  
Marital Status : Single



## PASSPORT DETAILS

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Passport Number : M8444265  
Date of Expiry : 06/05/2025



## DRIVING LICENSE DETAILS

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Holder of Valid **Indian** Driving License  
License No : 14/10494/2015  
Date of Expiry : 28/12/2035



## DECLARATION

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I hereby declare that all the details in the application are true, complete and correct to the best of my knowledge and belief. I assure you that, if given an opportunity, I would put the best of my skills and talents to build my career as well as to meet your expectations.

Place :

Date :

**HASAINAR .M**