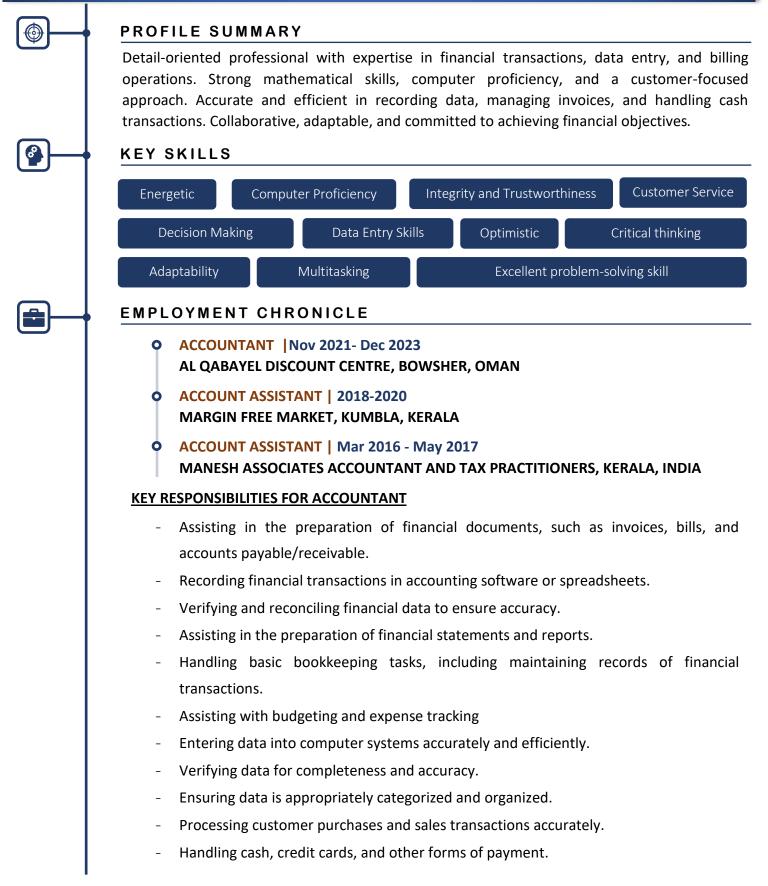


# HASAINAR .M

💿 Deira ,Dubai



#### 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, Kumbla, 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 Agalpady, 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

- **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

- English
- Malayalam
- Hindi
- Kannada
- Arabic

### PERSONAL DOSSIER

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

## PASSPORT DETAILS

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

## DRIVING LICENSE DETAILS

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

## DECLARATION

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