



# HINA P RAJ

UAE . Phone +971508646339

Email: [hinapremraj1997@gmail.com](mailto:hinapremraj1997@gmail.com)

Target :- **Junior Accountant**

## PERSONAL DETAILS

**Date of Birth:** - 04/02/01997

**Marital Status:** - Single

**Nationality:** - Indian

**Language:-** English & Malayalam

**Passport No:-** U2224974

**Visa Status:** - Visit Visa

## EDUCATION:-

- Bachelor Of Commerce
- Higher Secondary
- Pursuing Cost and Management Accountant

## PROFESSIONAL CERTIFICATE

- Diploma In Foreign and Financial Accounting

## SKILLS

- Account payable and receivable manager
- Financial Reporting
- Bank Reconciliation
- Payroll Processing
- Budgeting and Forecasting
- Book Keeping
- ERP software proficiency
- Problem solving
- Organizational skills
- Time management
- Attention to details
- Communication and inter personal skills

## TECHNICAL SKILLS

- MS WORD/MS EXCEL
- QUICK BOOKS
- TALLY / TALLY ERP – 09
- MYOB
- WINMAN
- WINGS

## CAREER OBJECTIVE

Experienced Accountant with 2 years of expertise in accounts payable, receivable, and payroll management. Skilled in using Excel, Tally, and Winman to ensure compliance with accounting standards. Known for accuracy, timely reporting, and a keen eye for detail in managing financial data. Strong problem-solving abilities and a commitment to enhancing accounting efficiency and supporting organizational goals through effective financial management.

## WORK EXPERIENCE: -

- Worked as **ASSISTANT ACCOUNTANT** with **SREEDEV ASSOCIATES**, -JUNE 24<sup>TH</sup> 2024 TO SEPTEMBER 2024
- Worked as a **SALES EXECUTIVE** with **KODAK MAHINDRA BANK** - 2023 -2024
- Worked as an **ACCOUNTANT** with **NILABUR MUNICIPALITY**, - MARCH 1<sup>ST</sup> 2020-OCTOBER 31<sup>ST</sup>

## DUTIES AND RESPONSIBILITIES

- Prepared financial statements including balance sheet, Income statement, and cash flow statement resulting in timely report.
- Managing vendor invoices, payments, and ensuring timely and accurate processing. Skilled in reconciling vendor statements, tracking due dates, and preventing late fees
- Organizing and maintaining financial record such as Invoices receipts and payment voucher
- Regularly reconciling bank statements with company records to identify and resolve discrepancies. Ensuring accurate cash flow tracking and preventing errors
- Comparing the company records with the bank statement to ensure accuracy
- Actively seek out new sales opportunities through cold calling, net working and social media. Set up meeting with potential clients and listen to their wishes and concern
- Prepare and deliver appropriate presentation on product and service, create frequent reviews and reports with sales and financial data

## REFERENCE

**BINDU**  
**ACCOUNTANT**  
**NILAMBUR MUNICNIPALITY**  
[nilamburmunicipality@gmail.com](mailto:nilamburmunicipality@gmail.com)

**SREEJITH**  
**TAX PRACTITIONER**  
**SREEDEV ASSOCIATES**  
[asurendrantaxpractitioner@gmail.com](mailto:asurendrantaxpractitioner@gmail.com)

## DECLARATION

I do hereby declare that the above – mentioned information is true to the best of my knowledge

**HINA P RAJ**