
HINOD KUMAR

Abu Dhabi, UAE ♦ +971505673623, ♦ hinodjeswani22@gmail.com

PROFESSIONAL SUMMARY

Objective To obtain a challenging Position in an organization where I can develop and utilize my technical expertise and interpersonal skills leading to the growth and ongoing business success of the company.

WORK HISTORY

Verification Officer, 01/2023 – Current

Etisalat Br- OMB Tamdeed Projects – Abu Dhabi

- Converting Sales Leads Order and ticket into orders
- E-mail Communication and Return All Stakeholders related day to day task
- Creating Customer Profile (Active prospect uploading all customer level documents
- And verified original Documents
- Contract & Schedule a visit with customer premises
- Keeping all Orders & Application forms
- Performing all task assign by supervisor.

Accounts Officer, 11/2021 – 12/2022

K.k Group of Compines

Worked on Quick Books

- Maintain Export and Import BL and LC and Invoices
- Daily Arrival Sheets/Contract Sheet
- Stock Movement Report/Mill Production Sheet
- Processed invoices and resolved invoice queries to enforce timely payment.
- Prepared monthly reports, account reconciliations and financial statements.
- Maintained integrity of general ledger, including chart of accounts.
- Updated journal entries and accounts on accrual basis with Quick Book software.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Perform any other Tasks assigned by Line Manage.

Accountant, 06/2021 – 12/2021

Ihsan Son's Pvt Ltd

- Worked On ERP (Sidat Hyder)
- Daily Cash-Flow Management & Reconciliation Of Ledgers Of Parties
- Facilitating Internal Auditor In All Matters Of Business Transaction
- Executing Payment Procedure, Preparation Of Payment Vouchers & Making
- Cheques.

Assistant Accountant, 09/2020 – 04/2021

Pakland Corporation Pvt Ltd

- Daily Reconciliation of Cash/ Inventory and Monthly Reconciliation of Bank
- Participated in monthly, quarterly and annual audits.
- Account Receivable Customer Ledgers Accounts payables Vendor Ledgers Related Patties
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Reviewed customer invoices for accuracy and posted information to general ledger.
- Prepared bank deposits, checking and correcting any errors.
- Maintained company purchase and sales ledgers.

EDUCATION

Bachelor of Business Administration, 2020
Sindh Madressatul Islam University Karachi

Intermediate, 2015
Government Degree College Mithi - Tharparkar

Matriculation, 2014
Government North Colony Mithi Tharparkar
Grade- A

SKILLS

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|-------------------------------------|------------------------|
| • Tally Prime, Quick Book, ERP | • Self Management |
| • Communication | • Interpersonal Skills |
| • Decision Making & Problem Solving | |
| • Microsoft Office & Excel, Browser | |

REFERENCES

Reference Will be Available Upon Request