MAHIR HISAN

ACCOUNTANT

14/08/1997

CONTACT

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📍 Dubai - UAE

EDUCATION

2016 - 2019

UNIVERSITY OF CALICUT
B.com

SOFTWARE SKILLS

- Tally Prime
- Gofrugal HQ
- Harvard HQ
- Ms excel
- Ms word

SKILLS

- Account reconciliation
- Self-motivated professional
- Payroll
- Data entry
- Strong communication
- Financial reporting
- PeopleSoft knowledge
- Cash Flow analysis
- General ledger accounting expertise
- V-lookups
- Month-end processes
- General ledger accounting
- Problem-solving
- Team building
- Communication skills
- Time management
- Leadership

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFILE

My forte is to learn, practice and acquire a varied skill set and implement practical initiatives on the path to become a professional in an organization. And to work in a creative and challenging environment that gives me an opportunity for self improvement and leadership.

WORK EXPERIENCE

Al - Ijaza - Dubai   AUG 23-JAN 24
Accountant

- Cash Management .
- Voucher Management .
- Bank Reconciliation .
- Outstanding Management .
- Calculated and documented payroll/wps data for processing.
- UAE vat return filing .
- Review all ledgers and annual/month budget reports .
- Prepared month end and annual reports .
- Recording financial transactions accurately and timely.
- Preparing financial statements, including balance sheets, income statements, and cash flow statements.

Healthy Calorie - Bahrain   JUL 22 - JUL 23
Purchase officer

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Submitting reports to boss .

NSN Ventures LLP - India (Bangalore)   Jul 19 - May 21
Admin cum software support

- Support clients to answer queries, locate information and review technical requirements.
- Record customer change requests and technical requirements.
- Manage Product Help Desk and capture user interactions.
- Record issues and solutions to guides
- Analyze software related issues and propose solutions.
- Document software support activities throughly, accurately, and in a timely manner
- Controlling purchases, sales and inventory reports
- Talking customers through a series of actions to resolve a problem.
- Managing multiple cases at onetime.
- Attention to detail and good problem-solving skills.