

NOORUL THASLIM

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Professional Summary

.Dedicated and detail-oriented professional with a strong background in **HR support, administration, and accountant**. Holds a Bachelor's degree in Commerce and over 2 years of hands-on experience in employee records management, payroll processing, financial reporting, and office coordination. Proficient in **Tally ERP** and **MS Office** (Excel, Word, Outlook), with a solid understanding of HR documentation, statutory compliance, bank reconciliations, and client/vendor communication. Known for excellent organizational skills, confidentiality, and the ability to support multiple departments with efficiency and professionalism. Currently based in Dubai and available for immediate joining.

Core Competencies

- Financial Accounting & Reporting
- Confidentiality & Attention to Detail
- Bank Reconciliation
- Ledger Maintenance
- Payroll Support & Statutory Compliance
- Budgeting & Forecasting
- HR Documentation & Filing
- Tally ERP9
- MS Excel(HR Report)
- Petty Cash Management
- Confidentiality & Attention to Detail
- Invoice Processing
- Preparation of MIS Reports (HR/Accounts)
- Client & Vendor Communication

Professional Experience

Sathiapal Engineers India Pvt. Ltd (Trainee Accountant & HR Admin) *Mar 2023 – Nov 2024*

- Prepared HR reports such as monthly manpower summaries and leave balances
- Assisted in maintaining compliance with labor laws and internal HR policies.
- Coordinated with departments for staff requirements and training schedules.
- Managed day-to-day administrative tasks including filing, scheduling, and office communication.
- Managed day-to-day accounting operations including voucher entries and cash book maintenance.
- Handled on boarding processes: collecting documents, preparing ID cards, and employee orientation
- Prepared monthly and quarterly financial statements and reconciliation reports.
- Maintained bank books and performed bank reconciliations for multiple company accounts.
- Processed payroll including statutory deductions like ESI, PF, and TDS, and generated pay slips.
- Verified and recorded purchase, sales, and expense invoices ensuring accuracy and timely payment.
- Handled Tax filing, TDS calculations, and assisted in annual audit procedures.
- Prepared accurate cash flow statements and monitored fund flow management for project expenses.
- Conducted inventory management by recording inward/outward stock and coordinating with warehouse.
- Knowledge of VAT tax including input/output VAT calculation, proper invoice handling, and compliance with filing regulations.
- Engaged with vendors and clients to resolve payment discrepancies and maintain account ledgers..

Education

Bachelor of Commerce (B.Com)

AVC College of Autonomous, Tamil Nadu, India

2020 – 2023

Diploma in Computer Application and Accounting

Green Apple Computer Education, Tamil Nadu, India

2023 – 2023

Technical Skills

- Tally ERP9
- MS Word & PowerPoint
- MS Excel
- QuickBooks

Achievements

- Awarded *Employee of the Month* for exceptional performance in financial reporting and reconciliation (June 2023).
- Recognized with the *Best Team Player Award* for collaboration in successful Tally ERP 9 implementation.
- Reduced month-end closing time by 20%, enhancing reporting efficiency.
- Managed payroll for 50+ employees with zero errors and on-time processing..

Soft Skills

- Analytical Thinking
- Team Collaboration
- Problem Solving
- Communication & Presentation
- Time Management
- Adaptability
- Continuous Learning

Personal Details

- **Nationality:** Indian
- **Passport Number:**Y1612588
- **Visa Status :** Visiting Visa
- **Language:**English,Hindi,Tamil

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I am committed to maintaining integrity, confidentiality, and professionalism in all accounting, administrative, and HR-related responsibilities entrusted to me.