



HAFIS KALLIYATTU



About Me

Objectively contribute to a dynamic growing organization where my strong, analytical, interpersonal skills and hard work are best leveraged. Considering my prior work experience and qualifications. I am seeking a position in the Finance/ Accounts/Inventory department



Experience

2022-May -
2023-
September

SGM STORE, KERALA, INDIA | Cashier cum Accountant

- Collect payments whether in cash or credit
- Billing
- Handle merchandise returns and
- Follow up Creditors Fund
- Product purchase from suppliers
- Product checking against Invoice
- Salary Preparation
- Count and Sort Cash

2016-October
- 2022-January

Lulu Hypermarket, Salmiya, Kuwait | Accountant

- Monthly Bank Reconciliation.
- Daily Debit and Credit Card Reconciliation.
- Managing Accounts Receivables and Accounts Payables.
- Maintain and issue cash floats to cashier and Daily wise closing of cash

Contact Me



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Karama
Dubai, UAE

Other Info

Skills

- Bookkeeping
- Cash handling
- Data Entry
- Point of Sale systems(POS)
- MIS Reporting
- Work under pressure
- Problem solving

Softwares

SAP, Tally, MS Office

Languages

- English
- Hindi
- Arabic
- Malayalam

Personal info

Date of birth : 19/06/1991
Sex : Male
Marital Status : Married
Nationality : Indian
Passport No : V9227031
Visa Status : Visit Visa
Visa Validity : 07/01/2024

- float issued.
- Daily Employee expense and credit sale posting.
- Passing Journal Entries in SAP Accounting software.
- Petty cash handling and reconciliation on daily basis
- Cross verification of each invoice received with supporting P.O
- Prepare Payment vouchers and Suppliers cheque.

2013-January - 2016-January **National Auto Agencies (YAMAHA TWO WHEELER AUTHORIZED DEALER) MALAPPURAM, Kerla, India | Accountant**

- Consolidation of subdealer accounts on Monthly Basis.
- Monthly Bank Reconciliation.
- Preparation of Monthly Vat and Service Tax.
- Manage Accounts Receivable and . Accounts payable.
- Passing journal Entries sales, receipts and payments in Tally erp 9 accounting software.
- Fund follow up from finance companies and subdealers.
- Salary preparation.
- Maintaining petty cash and cash account.



Education

2015 - 2018 **Madhurai Kamaraj University | M. Com**
2009 - 2012 **Calicut University | B. Com**