



Hana Nadeer

Accountant

CONTACT



+971 553550125



hanaas1996@gmail.com



Dubai, UAE

SKILLS

PROFESSIONAL SKILLS

Tally	●●●●●●●●●●●●●●
MS Excel	●●●●●●●●●●●●●○
MS Outlook	●●●●●●●●●●●●○
Taxation	●●●●●●●●●●●○
Arith. Calc.	●●●●●●●●●●○
Peachtree	●●●●●●●●●○

PERSONAL SKILLS

Communication	●●●●●●●●●●●○
Multi Tasking	●●●●●●●●●●○
Time Management	●●●●●●●●●○
Team Leadership	●●●●●●●●○
Problem Solving	●●●●●●●●○

PROFILE

Semi Qualified Chartered Accountant (**CA Inter**) and Graduate in Commerce with more than one year UAE Experience, diligent and sincerely looking forward to be an integral part of the Corporate World. I am a detail-oriented, efficient and organized professional with extensive experience in accounting systems and strong written and verbal communication skill.

WORK EXPERIENCE

ACCOUNTANT

ACCES TRADING FZC AND HEXIS MIDDLE EAST FZE
DEC 2017 - MAY 2019

- Preparing Annual Company Accounts and Reports.
- Assisting in Budgets and Forecasts preparation on a quarterly basis and presenting to the Management.
- Well versed in all areas of Tally ERP9.
- Filing VAT Returns to FTA as per UAE Law.
- Preparation of monthly Profit and Loss Account and Balance Sheet.
- Managing Accounts Payable, Accounts Receivable, and Payroll Departments.
- Administering online Banking Transactions and performing Bank Reconciliation.
- Assisting in Inter Branch Transactions.

PERSONAL INFO

Date of Birth 30-08-1996
Gender Female
Marital Status Married
Nationality Indian
Religion Islam
Passport No. L6558574
Driving License No.300140
Visa Status Visit Visa

HOBBIES

- Music
- Painting
- Photography
- Movies

- Preparing weekly confidential Sales Reports for presentation to Management.
- Handling Petty Cash and Book Keeping.
- Well versed in Monthly Closing Entries and Adjustments.
- Performing Process Analysis and communicating recommendations to the Management.
- Preparing Sales Invoices, Recording Purchase Invoices and an upkeep of Accurate Accounts Filing System.
- Performing general Office Duties and Administrative Tasks.
- Handling Internal and External Mail functions in MS Outlook.

EDUCATION

PROFESSIONAL QUALIFICATIONS

CA IPCC	GROUP II	ICAI	MAY 2017
CA IPCC	GROUP I	ICAI	NOV 2016
CA CPT		ICAI	DEC 2015

ACADEMIC QUALIFICATIONS

BCOM	MADRAS UNIVERSITY	2019	
	(Corporate Secretaryship)		
CLASS 12	KERALA STATE	2015	94%
CLASS 10	CBSE	2013	96%

DECLARATION

I do hereby declare that the information furnished above are true and correct to the best of my knowledge.

Hana Nadeer