

MOHAMMAD HASHIM.V

HR Assistant



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VADAKETHIL MANZIL, KANIYAR CODE(PO),
THIRUVILWAMALA, THRISSUR-680594

About Me

Self-conducted and motivated by my ambitions, I will always try myself in new challenges to reach and realize my dreams. To be involved in work where I can utilize skill and creatively involved with system. That effectively contributes to the growth of organization.



Personal Data

Gender : Male
DOB : 02-06-1995
Father's name : V. MUNEER
Mother's name : V.A.SHERINA
Nationality : Indian
Religion : Islam
Marital Status : Single



Passport & Visa Details

Passport Number : L9187817
Date Of Issue : 13/05/2014
Date Of Expiry : 12/05/2024
Place Of Issue : COCHIN
Visa Status : long Term Visit Visa
Date of Expiry : 3/3/2020



Software Skills

Tally EPR 9
Peachtree
Quick Books
NetBeans 7.1 With Java (IDE)
MySQL, SQL Plus
E-filing, VAT, GST
Working Knowledge in MS Office
Adobe Photoshop
Adobe Lightroom



Personal Skills

Good command over analysis.
Good calculation tactics.
Never give up attitude.
Always do smart work.
Patience.



Languages

English : Excellent
Hindi : Good
Malayalam : Excellent
Tamil : Average



Reference

Available on request



Professional Experience

Admin Cum Accountant

ITL Tours & Travels [Manpower Recruitment] Trivandrum, Kerala, India
October 2018 - Present

HR Assistant

HDGP Engineering Company, Kerala, India
October 2014 – August 2018

Academic Record

Bharathiar University, Coimbatore.

Master Degree

MBA majoring in Human Resource Management - 2019

Bharathiar University, Coimbatore.

Bachelors Degree – B.Com majoring in Computer Application - 2017

G-Tec Computer Education.

Diploma In Indian And Foreign Accounting (DIFA) | 2017

Job Responsibilities

- Liaison with other Administrative and Executive Assistants.
- Assisting with project costing and project finance administration.
- Maintains historical record by microfilming and filing documents.
- Creating and distributing documents.
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed Updating accounts right from journal entry to finalization of accounts and preparation of financial statements.
- Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.
- Preparation of monthly bank Reconciliation.

Declaration

I do hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

MOHAMMAD HASHIM.V