


# Hadil Shah KK

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Visa Status: Visit Visa(valid till 28 September 2022)

Passport Number: P6068776



## 5 years experience as an Accountant

### Seeking for Accounts Postion in a reputed orgnisation

#### Summary of Profile

- ✦ Self-starter and detail oriented accounting professional with rich experience in accounting and taxation laws.
- ✦ Graduated B.Com from Mangalore University, Karnataka, India.
- ✦ Easily adjustable to work with multi-national and multi-cultural work force.
- ✦ Capable to independently handle books of accounts like Cash, Bank, Ledger Accounts, Profit & loss Account, Liaison with Tax department, Finalization of Accounts and Statutory Compliances.
- ✦ Good knowledge of GST and basic of VAT computation and filing of returns.
- ✦ Review and analyze the month-end financial reports and reporting if any variance.
- ✦ Maintaining confidentiality of client's financial data and records.
- ✦ Verifying and reconciling sundry creditor's statement and arranging due invoices payment.
- ✦ Effective communication and customer convincing capabilities.
- ✦ Closely working with vendors and customers and timely responding to financial queries.
- ✦ Very good working exposure to Tally ERP9, MS Excel and MS Word.
- ✦ Effective communication and negotiation in English, Hindi and Malayalam.

#### Key Skills

✓ Strong Accounting & Taxation knowledge	✓ Administration support & clerical work
✓ Reconciliation of Bank, Debtors & Creditors	✓ Credit control and Inventory control
✓ Tally ERP 9, Peach Tree and Quick Book	✓ Organisation & work prioritising
✓ Book keeping & Accounting as per GAAP	✓ Customer relationship & service
✓ Data entry and maintaining spread sheets	✓ Team work & team supervision

#### Educational Qualifications

- ➔ **B.Com** from Amrutha College, Mangalore (Mangalore University) India-2017.
- ➔ **PUC (12th)** from Amrutha College, Mangalore, (Karnataka Education Board) India-2014.
- ➔ **S.S.L.C (10<sup>th</sup>)** from Milagres High school, Mangalore, India-2011.

#### Experience

Accountant	Shads Event and Network, Mangalore, India	Jan. 2019 to May 2022
	(Having Branches in Mangalore, Bangalore & kerala)	
❖	Handling petty cash, daily accounting entries, liaison with bank and auditors.	
❖	Maintaining Sundry debtors and follow-up of accounts receivables.	
❖	Timely submission of Tax return in accordance with Government Tax & laws.	
❖	Tracking income, checking of expenses, recording transactions and preparation of month end Profit & Loss account and Balance sheet.	
❖	Reconciliation of Bank statement, Receivables and vendor accounts.	

- ❖ Preparation of daily, weekly and monthly reports as per management requirement.
- ❖ Maintaining branch accounting and inter-branch communications.
- ❖ Managing cash flow, Creditors control and Inventory management.
- ❖ Working within a busy environment and supporting office teams to ensure the smooth functioning of day-to-day activities.

<b>Accounts Assistant</b>	<b>Fathima Stores, Mangalore, India</b>	<b>Jun. 2017 to Dec 2018</b>
	(Wholesale & retail Grocery Dealers)	

- ❖ Daily accounting entries and handling bank transactions.
- ❖ Maintaining employee data and updating all employee records like leave, medical, ESI and end of service benefits.
- ❖ Communication with the suppliers and procurement of quality products at competitive prices.
- ❖ Handling bulk orders from customers on urgent basis.
- ❖ Composing and generating financial reports by using software ERP Tally9.
- ❖ Maintaining purchase and sales registers.
- ❖ Regular visit to warehouse and maintaining optimum stock levels.

### ***Languages Known***

- ➔ English, Hindi, Malayalam and Kannada.

### ***Personal Details***

- ➔ Date of Birth : 24/July/1996
- ➔ Gender : Male
- ➔ Marital Status : Single
- ➔ Nationality : Indian
- ➔ Religion : Muslim

I hereby declare that all the details provided above are true to the best of my knowledge and belief.

Thanking You,

Date:

Place: Dubai, UAE

**(Hadil Shah)**