

CURRICULUM VITAE

HASHIM VALIYAKATH HAMSA

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M.B.A Specialized in Finance & Marketing

ACCOUNTANT

PROFESSIONAL OBJECTIVES

I have **5 Years** of experience in **Banking, Paint and General Trading industry in India and UAE** with excellent communication and inter-personal skill, Ability to function and adapt in a multi-cultural working environment.

I aspire for a career that gives me job-satisfaction, self development, while meeting the goals and objectives of the organization through my contribution. Eagerly accepts new challenges and a team player who consistently displays a positive attitude and professional work ethics.

PROFESSIONAL EXPERIENCES

Worked as **RELATIONSHIP OFFICER** in **HDFC SALES Pvt Ltd**

May-2015 - Oct-2018

Worked as **ACCOUNTANT** in **Ellora Paints LLP**

Oct-2018 - Oct-2019

Worked as **ACCOUNTANT** in **Hemito General Trading LLC, UAE**

Feb-2020 - July-2020

Duties and Responsibilities – HEMITO GENERAL TRADING LLC, UAE [ACCOUNTANT]

- Preparation of journal entries on daily transactions.
- All kind of bill preparation and evaluation.
- Petty cash recording and maintainance.
- Preparation of monthly sales report.
- Preparation of time sheet and payroll.
- Preparation of DO, Invoice and PO.
- Prepare all the fixed asset register, provisions and prepaid for closing monthly P&L.
- Responsible for Accounts Receivables, Accounts Payables.
- Preparing and filing VAT returns periodically.
- Bank reconciliation statement at the end of the month.
- Analyse, Reconcile, Balance and maintain accounting records.

Duties and Responsibilities – ELLORA PAINTS LLP [ACCOUNTANT]

- Preparation of journal entries on daily transactions.
- All kind of bill preparation and evaluation.
- Petty cash recording and maintainance.
- Preparation of monthly sales report.
- Preparation of payroll.
- Responsible for Accounts Receivables, Accounts Payables.
- Bank reconciliation statement at the end of month.
- Analyse, reconcile, Balance and maintain accounting records.

Duties and Responsibilities – HDFC SALES Pvt Ltd [RELATIONSHIP OFFICER]

- Prepare documents or agreements for home loans as well as insurance.
- Calculate the payments of premium and home loan.

- Convince home loan customer for home loan protection plans and process it as an insurance top up loans.
- Responsible for meeting individual target as well as team target.
- Visit customers/ Prospects preferably in their offices.

ACADEMIC DETAILS

MBA (FINANCE & MARKETING)

2013-2015

- Percentage of Marks Scored : 65%
- Tjohn College, Gottigere, *Banglore, INDIA*

B.COM (FINANCE)

2010-2013

- Percentage of Marks Scored : 60%
- University of Education : *Calicut University, Kerala, INDIA*

PROFESSIONAL SKILLS

- Time Management
- Data Entry Management
- Teamwork
- Oral Communication
- Active Learning
- Deadline-oriented
- Email Management
- Customer Relation & Management
- Problem Solving

TECHNICAL SKILLS

- Proficient in **Tally** and other financial applications.
- Well-versed in **Microsoft Office : Word, Excel, Power Point.**

PERSONAL DETAILS

- Nationality: Indian
- DOB : 03-01-1993
- Gender: Male
- Father's Name: Hamsa
- Marital Status: Single
- Passport: K5987672
- Driving licence: No

LANGUAGES KNOWN

English, Hindi, Arabic, Malayalam, Tamil

Current Address: Madinat Zayed, Abu Dhabi

DECLARATION

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

Place: UAE

Date:

HASHIM VALIYAKATH HAMSA

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