

# RESUME

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## CONTACT

**PHONE:** +971522158329

**EMAIL:** ajmal.hnf74@gmail.com

**WEB:** linkedin.com/ajmalhaneef

**ADDRESS:** Dubai, UAE

## SKILLS

- Proficiency in MS Office, Tally, QuickBooks, Peachtree
- Communication skills
- Strong decision maker
- Quick Learner
- Complex Problem solver

## LANGUAGES

- English
- Hindi
- Malayalam
- Kannada

## HOBBIES

- Travelling
- Listening music
- Playing

## AJMAL HANEEF

Experienced accounting assistant with knowledge of accounting details.

Excellent organization and record keeping abilities.

Strong multi tasking skills and ability to handle high-pressure situations.

Highly proficient in communications to professionals and lay individuals.

## WORK EXPERIENCE

### ACCOUNTS ASSISTANT

**10/2020-09/2021**

*Universal Medicare, India*

- Performed accounts payable functions for the company expenses.
- Process journal entries to ensure all the business transactions are recorded in the books.
- Ensured compliance with accounting deadlines.
- Handling emails & phone calls
- Preparing quotation for customers, negotiation on products & pricing, finalizing the order when finance team need to intervene.

## EDUCATION

### Bachelors Degree : Retail Management - 2020

St. Aloysius College, Mangalore-India

### Diploma in Indian & Foreign Accounting – 2021

Master Computer Institute, Kasaragod-India

## CERTIFICATES

Received Merit Certificate for Distinction in Bachelor's Degree.