SHAHIL HUSSAIN

Account Executive
Dubai, UAE
+971583043265
Shahilh777@gmail.com

Objectives

- A result oriented flexible, innovative and hard working with proven expertise in handling book of accounts.
- Conduct internal financial report on monthly basis
- Have an ability to deal with multi cultured and multi professional people.
- Willing to work in large organization to contribute my knowledge.
- Cash Management
- Accounts payable and receivable

Work Experience

Accounts Executive
Mar 2020 - Oct 2021
Gulf Travels / Mangalore

1. Produce invoices, journal entry and reporting on a daily basis
2. Performs Account reconciliation for customer and suppliers
3. Chase payment from customers timely basis to solve company cash flow problem
4. Arrange to issue the cheque to the suppliers and collect the cheque from customer on time
5. Prepare analysis and explanations as required by owners
6. Analyze and reconciles controlling accounts with subsidiary ledgers, checking accurateness, completeness and consistency

Accounts Assistant
Jun 2019 - Feb 2020
Crystal Creation / Mangalore

1. Assisting on all supporting documents to be complete and correct regarding sales and purchases invoice
2. Dealt with suppliers if there is any discrepancies between the company balances and statements of account
3. Preparing monthly statement of accounts.

Education

BACHELOR OF COMMERCE
2019
Mangalore University - Mangalore
1. Graduated with first class
2. Conducted a thesis on organizational behavior in technology companies

Skills

- Excellence in MS Office - Expert
- Excellence in MS Excell - Expert
- Good Communication Skill - Advanced level
- Tally+GST - Advanced level
- Good Customer. Service - Advanced level

Personal Details

Date of Birth   **:** 23/07/1998
Passport Number   : S4298834
Visa Status   : Visit Visa
Marital Status   : Single
Nationality   : Indian
Languages known   : English, Hindi, Malayalam, Kannada, Tulu

Declaration

I hereby declare that the information furnished above is true and the best of my knowledge and behalf.

(Shahil Hussain)