



HISSAN ALI. P

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Email :

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Present address :

Dubai, Sharjah UAE

SKILLS

- Creative Thinking
- Task-Oriented
- Time Management
- Team Player
- Communication Skill

PERSONAL DETAILS

Gender : Male
Date of birth : 15-11-1997
Marital status : Single
Nationality : Indian
Languages : English,
Malayalam
Hindi
Arabic
Passport No : R 4219467
Passport expiry: 30-11-2027
Visa Status : Visit visa

OBJECTIVE

To achieve excellence in profession of finance, accounts, auditing and stand among the very best of the profession while working with a dynamic organization of leading professionals. To be the part of an organization and serve there till my whole life.

Personal Attributes

- Presentation and public speaking skills.
- Can be perform well under pressure and meet deadlines
- Efficient in English typing and speaking
- Ability to work hard
- Quick learner
- Willing to take responsibilities
- Total 2 year experience in computerized accounting software **TALLY ERP.9**



EXPERIENCE

- Two year experienced as an accountant at M/s. JOURNALS (An accounts contracting firms) (From 16-04-2018 to 29-02-2020)
- 7 months experienced as an accountant with Cashier at RMT Traders Padapparamba (20-03-2020 to 17-10-2020)

Roles and Responsibilities

- Control over all accounting and financial matters/
- Month-end Reconciliation & Analysis
- Maintaining daily cash book and bank register
- Administer accounts receivable and accounts payable
- Assist with payroll administration
- Account/bank reconciliations
- Review and process expense reports
- Petty cash disbursement
- Complete general ledger entries /operations
- Monthly closings and assist in preparation of monthly financial statements
- Assist in preparing budgets and forecasts
- Assist managers for filing of GST return
- Monitoring Petty Cash Expenses & maintaining Cash book accordingly.
- Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger
- Knowledge of cash, Finance adjustment entries
- Prepare daily receivable statements.

PERSONAL INTEREST

- Travelling
- Driving
- Reading Books
- Football



EDUCATION AND CERTIFICATION

- **BACHELOR OF COMMERCE**
UNIVERSITY OF CALICUT 2015-18
- **HIGHER SECONDARY EDUCATION**
GHSS KADUNGAPURAM 2013-15
- **SECONDARY SCHOOL**
GHSS KADUNGAPURAM 2012-13



PROFESSIONAL QUALIFICATION

- **POST GRADUATE DIPLOMA IN PRACTICAL ACCOUNTING (PGDPA)**
- Tally ERP9.0
- MS Word
- MS Excel

Declaration

I hereby declare that the information provided above is factually true and correct to the best my knowledge and belief and if given an opportunity will exhibit my best and most creative efforts at all times.

HISSAN ALI. P