

# Hijas Hussain M H

## Accountant



Mob : +971582155767.

Email: [hijashussainmh@gmail.com](mailto:hijashussainmh@gmail.com)

LinkedIn: [www.linkedin.com/in/hijashussain](http://www.linkedin.com/in/hijashussain) Abu Dhabi, UAE

### CAREER OBJECTIVE

An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. I am competent in the use of Microsoft Excel, willing to undertake further training and development and possess a real desire to launch accounting career. I am capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employer's business performance. I am currently looking to work for an employer who offers a modern and friendly working environment.

### WORK EXPERIENCE

#### ***Atlanta Travel LLC-Abu Dhabi***

*April 2019 - present*

##### **Role and Responsibilities**

- Accounts & Finance
- Purchase
- Office Admin & Control
- IATA Dealings
- Finalization Of Accounts
- Preparing of Payrolls
- Accounts Payable / Receivable
- Computing of Vat and submission in FTA
- Verification of bills & total turnover Creditors follow up.
- Day to day cash & bank transactions and maintaining petty cash
- Preparing of Tax invoices, Vouchers & Agency Payment
- Reconciliation of Bank Statement at the end of every month

#### ***Starview Buildwares-kerala***

*April 2017 - 2019*

##### **Role and Responsibilities**

- Posting of purchase, sales, payment, receipt & journal vouchers.
- Verification of bills & reconciliation of total turnover
- Debtors & Creditors Reconciliation.
- Day to day cash & bank transactions and maintaining petty cash.
- Preparing of Tax invoices, Vouchers & Agency Payment
- Sales & Purchase total reconciliation of accounts for calculating VAT
- Reconciliation of Bank Statement at the end of every month

## SKILLS IN CERTIFICATION AND OTHER SKILLS

- Post Graduate Diploma in Computerized Financial Accounting (DCFA) Tally.
- Basic Fundamentals of Computer Application. Microsoft Office (Excel, Word, Power Point).

## ACADEMIC DETAILS

Qualification	Institute- University	Year
MBA	Bharathiyar University	2020-present
B.Com Bachelor of commerce	Minority Arts and Science College University of Calicut	2014-2017
Class XII	ISS HSS Ponnani, Kerala Higher Secondary Education Board	2014
Class X	Ansar English School Kerala State Educational Board	2012

## SOFT SKILLS

- Leadership quality
- Time management abilities and Problem solving skills
- Works well as a team player

## EXTRA CURRICULAR ACTIVITIES

- Was an active member of NSS (National Service Scheme) college unit.
- Was a member of organizing committee for cultural fest in college.

## PERSONAL DETAILS

Date of Birth : 22 JULY 1996  
Marital Status : Single  
Nationality : Indian  
Passport details : Indian Passport no.P4058674  
Visa Status : Job Visa (Transferable)  
Languages : English, Malayalam, Hindi, Tamil  
Driving License UAE : 2608603  
Permanent Address : Mambullinjalil  
House, Kappur PO,  
Palakkad  
Dist, Kerala,  
India

## REFERENCES

Available on Request