



HAFAEEZ T A

CAREER OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

PROFESSIONAL EXPERIENCE

◦ Tax Fin Consultants Thrissur , India

08/2019 - 02/2021

Junior Accountant / Assistant Accountant

1.5 year Experience in Accounts

Duties:

- Preparation of daily sales and purchase invoices.
- Post and process journal entries to ensure all business transactions are recorded.
- Maintaining accounts in Tally ERP Software.
- Managing day-to-day transactions.
- Preparation of payment vouchers and receipt vouchers.
- Recording debtors and creditors accounts.
- Preparing receipt, payment and expense recording.
- Preparing Trial balance, Profit and loss A/c, and Balance sheet.
- Vouching bills like sales, purchase, expenses, receipts, incomes etc. with the help of accounting softwares.

PROFESSIONAL SUMMARY

- An organized and creative professional with proven marketing skills and board of experience working for organizations and clients. Gained expertise in data analysis, publication marketing and buyer seller agreement that enhance the companies purpose and profitability. In depth knowledge of accounting regulations and standards. Proven track record in consistently and effectively delivering accounting services.

CONTACT

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+971 555880450

Dubai, UAE

CORE SKILLS

- Excellent organizational and administrative skills.
- Leadership qualities and ability to work in a team.
- Well versed with financial accounting.
- Good communication skill.
- Capacity to learn a new proficiency with every new assignment.
- Adaptability.
- Problem solving skill.
- Maintenance of financial statements
- Verify payroll activities

LANGUAGE

- English
- Malayalam
- Hindi

PERSONAL DETAILS

- Nationality : Indian
- Gender : Male
- Religion : Muslim
- D.O B : 03/06/1996
- Marital Status : Single
- Visa type : Visit Visa

COMPUTER PROFICIENCY

◦ Visa Validity : 15/08/2021

- - * Tally ERP
 - * MS Office Excel
 - * MS Office Word
 - * MS Office Powerpoint

EDUCATION

- **Prathibha College Punnayurkulam**
2016-2019
BBA (Bachelor Of Business Administration)
- **Govt.Ghss Punkunnam**
2014
Plus Two (Board Of Higher Secondary Examination)
- **SDVHSS Peramangalam**
2011
SSLC

PERSONAL STRENGTH

- ◦ * Ability to learn quickly and work well in a team
- ◦ * Positive minded, dedicated and self-driven
- ◦ * Sincere, hardworking, self-motivated
- ◦ * Sociable, adaptable and dedicated
- ◦ * Ability to develop ideas quickly
- ◦ * Willing to work on complicated and challenging
- assignments

DECLARATION

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

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