

CURRICULUM VITAE

HILAL K.H.

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OBJECTIVE :

A Capable, Confident and Ambitious with excellent inter personal and communicative Skills. The ability to mingle with people and learning are my hallmarks. I am able to create enthusiasm in teams. I am responsible person and keen in observing things. I believe that mostly everything can be achieved in life with right attitude and that is what helps me to undertake challenges' am an optimistic person who learns things very fast.

SUMMARY :

Have a total of 2 years of experience in the field of accounting/office assistant and sales with exposure to various accounting systems adapted by the organizations I have worked with. Well versed with Documentations & Reports pertaining to accounts.

PROFESSIONAL EXPERIENCE :

Two Year Experience in Hamraz Trading Co. LLC in Bahrain as Accountant cum Sales Executive from March 2019 to November-2020.

Job Responsibilities :

- Manage Sales order, Sales Invoice, Quotation Filing.
- Inventory Management, Adding Delivery Order & Voucher entries.
- Monitoring cash or bank transactions and arrange the fund if required
- Bank account reconciliations on monthly basis.
- Accounting day to day activities on Tally
- Maintaining Age wise Receivable Report and follows Collection.
- Monthly accounts Maintain an accrual basis
- Sales Report monthly, Division wise, sales man and area wise
- Fast Report summary of Sales, Collection, Receivable and payable.

Milestones in Education:

Bachelor of Commerce	From Calicut University, Kerala, India (2013-2016)
Higher Secondary	From Kerala State Education Board, Kerala, India (2011-2013)
SSLC	From Kerala State Education Board, Kerala, India (2011).

Computer Proficiency:

Accounting Package : Tally 7.2, 9, Peachtree & Quick books
MS Office Package : Ms-Excel, Word & Power point
Operating System : Windows 10, Window 8 and 7.

Personal Details:

Father's Name : Hussain
Age and DOB : 27, 13th October-1994
Gender : Male
Nationality : Indian
Visa Status : Visit Visa
Visa Expire : 28th April, 2022
Languages known : English, Hindi, Malayalam & Tamil

Passport Details:

Passport number : L1468040
Place of issue : Cochin
Date of issue : 10-05-2013
Date of expiry : 09-05-2023

Declaration

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

Hilal K.H.