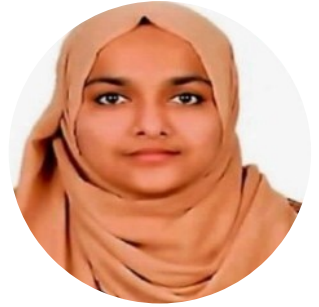


Amina Hazain



Phone: +971547181443

E-mail: aminahazain@gmail.com

About me

Seeking a challenging and fast-paced role where I can leverage my skills and experience to make a significant impact. Excited to contribute to an organization that values continuous learning and growth..

Personal Information

Gender: Female

Nationality: indian

Date of birth: 17.05.1994

Language: English, Malayalam, HINDI,

Education

University of kerala
M.Com

Jun 2014 – Apr 2016

university of kerala
B.Com

Jun 2011 – Apr 2011

Skills

Tally, peachtree

quick book, excel

Work Experience

Gulf Asian english school, Sharjah
Cashier

Sept 2019 – Continue

- *Collection of students fees by hand,card,cheque,online and ADCB. * Purchasing and collection entries are recorded in Tally software. * Prepare and submit end of report in ERP *Analysed monthly reporting to reconcile payement and general ledger.
- * Assist in the performance of departmental adminisrtaive functions. * customer services.

KTCT Hospital, chathenpara, kerala
Accountant

Jul 2017 – Jun 2019

- * Create monthly quarterly and annuval financial reports for the Chief Financial Officer * Create and analyse tge monthly Profit and Loss statements for all of the services within the Hospital * Attend yearly budget meeting with hospital service and update the service expenses budgetcafter the meeting to ensurecit matches what was discussed. * Help to create journal entries to correct any mistake found during the quarterly reviews to ensure the expenses are being recorded properly.

WER tax practioners and Accountant, kerala
Accountant

Jun 2016 – Jul 2017

- * Supporting clients tax fillings by collecting analyzing financial or operational information and preparing supporting work papers *Suppprtng other accounting

and tax effort to meet federal, state, local or international tax requirements. *Perform other related duties and soecial projects assigned. * Audited sales and use tax returns for accuracy.

Hobbies

- Reading and Travelling

Additional Details

Visa status

- Husband visa

Reference

Abdul kareem

- Assistant Director
- Gulf asian english school
- info@ gulfasian.com
- +971565150801