

Hassainar M A

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Profile Summary

A Committed professional Accountant with having **1 Year** of **UAE experience** and **2 Years** of **Indian Experience** in Accounts & Finance with professional qualification of **MBA** (Finance & Human Resource Management).

Core Competences

- ❖ Financial Accounting & MIS Reporting
- ❖ ERP, Tally & HIS
- ❖ MS Office (Excel, word, outlook & power point)
- ❖ AR,AP & GL Accounting
- ❖ Petty Cash handling
- ❖ Bank and GL reconciliation
- ❖ Payroll entries and other staff accrued expenses
- ❖ VAT returns

Work Experience

SQUARE FEET DÉCOR CONT – Sharjah, UAE **Accountant - June, 2018 – present**

- Establish and enforce proper financial accounting methods and assisting in month end/year ending closing activities
- Compile data & assist in preparation of financial statements
- Prepare and communicate daily, weekly and monthly MIS reports to assess the performance of the BU
- Prepare, analyze and present monthly performance to Accounts manager, investigating revenue/expenditure variance ensuring that actual income and expenditure remains in line with plan
- Manage AR, overseeing daily revenue and collection & perform reconciliation
- Supervise AP function, perform vendor account reconciliation & process payments
- Preparing for VAT Returns
- Perform monthly reconciliation of all Bank accounts & GL
- Record accruals/prepayments and make month-end provisions
- Report the weekly fund position and prepare fund requirement report
- Prepare and Record monthly Payroll expense and Calculate other staff related accrued benefits (Leave Salary, Airfare and Gratuity)
- Prepare Tax invoices and LPO
- Petty cash handling
- Preparing SOA and Payment Follow up
- Preparing and reporting of job expenses & revenues
- Manage relationship with Audit firm for annual audit and provide assigned audit schedules.

MALIK DEENAR CHARITABLE HOSPITAL - Kasaragod, India
Admin cum Accountant – July 2016 to March 2018

- Assist in the preparation of Financial statement
- Manage Accounts Payable function of entity
- Bank Reconciliations
- Recording & Handling petty cash, making reimbursements after reconciliation
- Assist the purchase Department
- Book keeping and Document controlling
- Provide office support to Administrator
- Preparing patients accounts sheet
- Billing and cash Handling

Professional Qualifications

MBA (Finance & Human Resource Management) – Mangalore University - India

BBM (Finance & Business Management) – Kannur University - India

Academic

Higher Secondary (Commerce)

Kerala Educational Board

IT Skills

Microsoft Excel, Word, PowerPoint and Photo Shop

PERSONAL DETAILS:

D.O.B	: 13-11-1992
Nationality	: Indian
Gender	: Male
Marital Status	: Single
Passport no	: P4615866
Languages known	: English, Hindi, Malayalam and Tamil
Visa Status	: Employment Visa

I hereby declare that the information given above are true and correct to the best of my knowledge and belief.

Yours Faithfully

HASSAINAR MA