



# HASNA

## ACCOUNTANT

### ABOUT ME

As a dedicated and detail-oriented accountant with over 3 years of experience, I have a proven track record of managing financial records, preparing tax returns, and ensuring compliance with financial regulations. My expertise lies in financial analysis, budgeting, and tax planning, and I excel in utilizing accounting software such as Tally and Excel.

I hold a Master of Commerce. My analytical skills, combined with a strong understanding of financial principles and regulations, enable me to provide accurate and timely financial information to support strategic decision-making. I am committed to maintaining the highest standards of integrity and professionalism, and I am adept at working both independently and as part of a team. I am constantly seeking to expand my knowledge and stay updated with the latest industry trends and regulations.

### CONTACT INFO



+971 55 7704519



nishamhasna@gmail.com



Sharjah- UAE

### LANGUAGES



ENGLISH



HINDI



MALAYALAM

### PRO SKILLS

TALLY PRIME & ERP9

MS OFFICE, EXCEL

ADAPTABLE TO CUSTOMIZED  
SOFTWARE

### PERSONAL

Nationality : Indian  
Sex : Female  
Marital Status : Married  
Visa Status : Residence (Spouse)

### WORK EXPERIENCE

#### AL MAHBOOB LUBRICANTS & OIL INDUSTRIES L.L.C ACCOUNTANT - SHARJAH-(PRESENT)

##### Roles & responsibilities

- Preparing financial statements, including income statements, balance sheets, and cash flow statements.
- Keeping accurate records of all financial transactions.
- Updating and maintaining the general ledger.
- Reconciling bank statements and financial records.
- Compiling periodic financial reports for internal and external use.
- Projecting future financial performance based on historical data and market trends.
- Coordinating with external auditors during annual audits.
- Managing accounts payable and receivable, ensuring timely payments and collections.
- Ensuring compliance with tax regulations and preparing tax returns.
- Working with other departments to provide financial insights and support business operations... etc

#### NATIONAL HUDA CENTRAL SCHOOL , CHAVAKKAD ACCOUNTANT

##### Roles & responsibilities

- Keeping accurate records of all financial transactions.
- Updating and maintaining the general ledger.
- Reconciling bank statements and financial records.
- Compiling periodic financial reports for internal and external use.
- Managing accounts payable and receivable, ensuring timely payments and collections.

#### WAFI GROUP , THRISSUR

##### Assistant Accountant

##### Roles & responsibilities

- Keeping accurate records of all financial transactions.
- Updating and maintaining the general ledger.
- Reconciling bank statements and financial records.

## SKILLS

- G/L Accounting
- Accounts payable
- Accounts receivables
- Asset Accounting
- Handling MS-Office
- GST Filing
- Tally Prime
- Financial Statement Analysis
- Communication
- Problem solving
- Adaptability

## EDUCATION

- Master of commerce (M-Com), Bharathiar university.
- Bachelor of commerce (B-Com), Calicut university.
- Higher Secondary Education, Commerce Group, Kerala
- Secondary School Education, Kerala

## CERTIFICATES

- Master's in international financial accounting  
from NAQ Accounting institute
- DIPLOMA in Accounting Packages  
Tally, Peachtree
- DIPLOMA in Computer Applications  
Ms-Word, Excel and Presentation of Power Point.

## JOB PROFILE

- Invoicing.
- Preparation of ageing report (Receivable and Payable).
- Petty Cash Management.
- PDC cheque management.
- Preparation of Payroll and other employee benefits.
- Reconciliation of bank and inter companies.
- Preparation of financial statement including income Statement, balance sheet and cash flow statement.
- Preparation of cash budget and sales analysis report.
- Vat calculation
- Audit books of accounts.
- Analyzes financial data, making recommendation as appropriate to improve accuracy, efficiency and to reduce costs.

## DECLARATION

I hereby declare that the above mentioned in for information correct to the best of my knowledge and belief, i bear the responsibility for the correctness of the above mentioned.