



HASEEB T

ACCOUNTANT

Contact

Address

[DOB:- 20/04/1998],
THOMMANGADAN HOUSE,
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INDIA 676528

Phone

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Skills

Problem Solving

Presentation skills

Team work and Leadership

Learning and Analytical
Thinking

Technical Skills

Languages

English

Upper intermediate (B2)

Arabic

Intermediate (B1)

HINDI

Upper intermediate (B2)

MALAYALAM

Advanced (C1)

Software

TALLY, PEACHTREE, QUICK
BOOK, MAYOB, MS OFFICE

Driven accountant with a proven track record at SA ROOFINGS and MY TAX SOLUTIONS, adept in cash flow analysis and bank reconciliation. Excelled in enhancing financial reporting accuracy by through meticulous sales and purchase ledger management. Skilled in fostering efficient financial operations and client-focused tax consultation, demonstrating exceptional analytical and interpersonal abilities.

Work History

2022-01 -
2024-06

ACCOUNTANT

SA ROOFINGS , KOTTAKKAL, MALAPPURAM, KERALA

- Sales invoice prepare B2C and B2B , Interstate.
- Eway Bill generating
- Sales report and purchase report Prepare.
- Purchase bill enter
- Sale return prepare and purchase return enter
- Ledger creation and stock creation .
- Stock report Prepare and stock adjustment, damage entry enter.
- Receipt and payment, contra , journal entry enter .
- Bank Reconciliation and cash flow statement Prepare.
- Accounts payable and accounts receivable report Prepare

2020-09 -
2021-09

JUNIOR TAX CONSULTANT

MY TAX SOLUTIONS , VENGARA, MALAPPURAM, KERALA

- GSTR1 filling and 3B filling
- 3B calculation and 2A identification
- Income tax registration and GST registration.
- Accounts day to day activities Excel keeping.

Education

2020-07 -
2022-07

MASTER OF COMMERCE

IGNOU UNIVERSITY

2020-07 -
2021-07

PG DIPLOMA IN INTERNATIONAL BUSINESS OPERATIONS

IGNOU UNIVERSITY

2019-08 -
2020-02

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

ACCOUNTIA

2016-06 -
2019-03

BACHELOR OF COMMERCE

CALICUT UNIVERSITY

PASSPORT DETAILS

PASSPORT NO : U2231860

DATE OF ISSUE : 09/12/2019

DATE OF EXPIRY : 08/12/2029