

HINOD KUMAR

Accountant

Dubai-UAE | ☎ 050-5673623 | hinodjeswani22@gmail.com | 📍 Hinod Kumar Maheshwari

Availability: Immediate

Highly organized and detail-oriented professional over 3-years of experience in Accounts and Finance, Seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working Committed to continuous learning and staying abreast of industry trends to provide the best solutions for clients and the business. Seeking to leverage these skills in a challenging and dynamic environment to drive financial performance and growth.

Core Competencies/Skills

Accounting Management
Client Relationship

Accounting Software
Bookkeeping and Reporting

Financial statements
Microsoft Office

Experience

Accountant | Trident Property LLC | May-24 -December-24

- Daily financial transactions, ensuring accuracy in recording and adherence to internal controls.
- Supported the financial closing process by accurately recording transactions and reconciling accounts, ensuring reliable financial records WPS and VAT Filing.
- Supervised the end-to-end accounting process, including Client coordination, reconciliation, and month-end closing entries, resulting in streamlined operations.
- Utilized Zoho Book System for bookkeeping and financial management, ensuring smooth operations.
- Managed cash records and transactions on a daily basis, issuing and authorizing demand drafts for clients.
- Maintain proper documentation Form-F, Title Deed Ejari unified Tenancy Contract other docs relevant to Closed Deal and maintain Buyer & Seller data as per UAE AML Policy.
- KYC and KYB Client Profile Screening Submitting report -EOCN on goAML site according to norms of government for company transaction.

Documentation Officer | Tameed Project s-OMB Etisalat | Jan-2023-May 2024

- Verify the validity of documents against TDRA Regulatory Requirements.
- Ensuring Reconcile of customer information, billing details, and service specifications. Collaborating with internal departments, including sales, and channels Partners to clarify information and resolve.
- Monitor and follow up on outstanding accounts to ensure timely collection and payment.
- Prepare documentation for internal and external audits and facilitate audit processes.

Accounts Officer | K.k Group of Companies | Jan-2022-Nov 2022

- Demonstrated proficiency in using accounting software, particularly Quick Book ERP to streamline financial processes and reporting.
- Preparing the end-to-end accounting process, including vendor coordination, reconciliation, and month-end closing entries, resulting in streamlined operations and improved efficiency.
- Managed daily Cash flow and Bank Position, ensuring liquidity and financial stability.
- Collaborated with the finance team to prepare comprehensive financial reports, facilitating informed decision-making processes.

Assistant Accountant | Ihsan Sons pvt Ltd | April-2021-Dec 2021

- Daily financial transactions, ensuring accuracy in recording and adherence to internal controls.
- Performed Ledger and Bank reconciliations to reconcile discrepancies and ensure financial accuracy.
- Process vendor invoices, matching purchase orders, invoices, and warehouse stock receiving and Reconcile vendor ledgers.
- Supported the financial closing process by accurately recording transactions and reconciling accounts, ensuring reliable records.
- Other urgent tasks from management relates to Financial Management.

Education

- Bachelor of Business Administration in Finance- Karachi Pakistan. (2016 to 2019)
- Intermediate Govt Degree Collage - Karachi Pakistan.(2014 to 2015)

Certificate /Projects

- AML Policy Training Certificate (IDENFO)
- Business Idea (Talent Provider .com)
- Entrepreneurship (Ragistani Sweet Water)
- Research Employee Resilience Employee Engagement on Banking Sector in Pakistan.

Practical Software Experience



References

References will be provided on Request.