



# HASIL ABDUL LATHEEF

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

## EXPERIENCE

- ➔ **Abu Dhabi fishermen cooperative society. ADFCS, Abu Dhabi.**  
Accounts Assistant 2021 – 2023
- ➔ **Sky Arab Travel & Tourism. Sharjah**  
Accountant 2019 – 2020
- ➔ **JAS Associates pvt. Ltd. Bangalore. India**  
Accountant 2017 – 2018
- ➔ **Ayurgreen Ayurveda Hospital. Kerala. India**  
Cash Accountant 2016 – 2017

## Hands-on Experience:

- Responsible to document financial transaction by entering account information.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Issuing sales invoices, posting purchase and processing receipts and payments.
- Secures financial information by completing database backup & documentation.
- Sell and issue air tickets and visa, answer questions about rates and tours
- Reconcile Bank, Petty cash, Ledger statement, monitoring all daily transactions.
- Prepare Asset, liability and capital accounts by analyzing account options.
- Payroll processing and managing Accounts including leaves, employees benefits.
- Verify, allocate, post and reconcile accounts payable and receivable
- Review and recommend modifications to accounting systems and procedures
- Resolve customer complaints, guide them & provide relevant information.
- Prepare cheque & issue PDC to the suppliers and ensure timely Bank payments.
- Filing the necessary documents properly to support financial transactions.
- Supervising inventory stock counts and ensuring record accuracy.
- Prepare quotation and obtaining approvals from client.
- Assist with tax audits and tax returns,
- Direct internal and external audits to ensure compliance
- Closing daily and monthly statements and reporting to the Accounts superiors.
- Assist in preparing reports to management (MIS) and P & L and Balance sheet.

## EDUCATION AND CREDENTIALS

**Bachelor Degree in Finance** 2013 - 2016  
University of Calicut –India

**Higher secondary school** 2011 - 2013  
Central Board of Secondary Education –India

## CERTIFICATES

**PG Diploma In Accounts & finance - IPA**  
Institution of Professional Accountants –India

I hereby declare that the details furnished above are true and  
Correct to the best of my knowledge and belief.



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## SKILLS

- ☞ Business & leadership
- ☞ Production & Cost controlling
- ☞ Time Management
- ☞ Cash Management
- ☞ MIS Reporting
- ☞ Analytical & problem solving
- ☞ Dead line oriented

## SOFTWARE

Tally ERP 9  
MS Office  
SAP Business one User  
Quick books  
Peachtree  
Focus

## LANGUAGES

ENGLISH ■■■■■  
HINDI ■■■■ ■  
MALAYALAM ■■■■ ■  
ARABIC ■■■■ ■

## LICENSE

UAE DRIVING LICENSE