



PERSONAL DETAILS

Mobile No	+971 581608524
Email ID	halids294@gmail.com
Address	Dubai, UAE
D.O.B	18-02-1998
Nationality	Indian
Gender	Male
Marital Status	Single
Visa Status	visit visa
Licence	Indian licence

KEY SKILLS

- Excellent Organizational
- Payroll Operations
- Performance Management
- ERP Implementation
- Human Resources Functions
- Prepare Financial Statement
- Financial Management
- Human Resources Policies
- Risk Management
- Analytical Skill
- Employee Engagement
- Administrative Skill
- Book Keeping

PROFILE

Dedicated HR Executive cum Accountant with a proven track record of successfully managing both human resources and financial aspects of an organization. Committed to channeling my passion for human resources to ensure department operations run smoothly and deliver maximum value to the organization. Highly motivated professional with a proven track record of delivering accurate reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement. Presently seeking to work with a reputed organization that allows me utilize my skills and knowledge to the maximum and to contribute to the growth of organization and grow with it.

ACADEMIC CREDENTIALS

2021-2023	MASTER OF BUSINESS ADMINISTRATION RVS Institute of Management Studies & Research Coimbatore, India
2018-2021	BACHELOR OF COMMERCE Mahatma Gandhi University Kottayam, Kerala
2015-2017	HIGHER SECONDARY Board of Higher Secondary Examination, Kerala
2015	HIGH SCHOOL Board of Public Examination, Kerala

EXPERIENCES

- HR EXECUTIVE CUM ACCOUNTANT 2022-2023

INTERNATIONAL HEATWORKS AND CRANES PVT.LTD

- Assist the HR department in the hiring process.
 - Assist in employee compensation.
 - Develop strategies and implement changes that improve job knowledge.
 - Adjust employee benefits and incentive programs.
 - Promote a productive workplace and ensure a culture of collaboration and accountability.
 - Keeping informed about current legislation relating to finance and accounting.
 - Calculate and process employee salaries, including deductions, overtime, bonuses, and taxes.
 - Maintain accurate payroll records and ensure compliance with tax regulations.
 - Manage employee benefits programs, such as health insurance, retirement plans, and leave policies.
 - Assist employees with benefit-related questions and concerns.
 - Collaborate with hiring managers to identify staffing needs and find suitable candidates.
 - Screen resumes and applications to shortlist qualified candidates.
 - Maintain accurate and up-to-date records of employees, including personal and employment information.
 - Manage and organize employee files and documentation.

INTERNSHIP

Completed a Two-Month Internship at Stalwart Sourcing Solution Coimbatore, India in there HR Management Section.

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Power Point
- SAP FICO
- ERP
- Quick Book
- TALLY Software
- HRA Analytics
- Computerized Accounting

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PASSPORT DETAILS

Passport No	U8639375
Date of Issue	19/01/2021
Date of Expiry	18 /01/2031
Place of Issue	Trivandrum

INTERESTS



Travelling



Sports



Movies

➤ ACCOUNTANT TRAINEE 2017-2018

ABRAHAM THOMAS & CO, KOCHI, KERALA

- Assist in the preparation of financial statements, such as income statements and balance sheets.
- Generate reports and financial analyses to support decision-making.
- Process invoices and payments for accounts payable.
- Monitor and track outstanding invoices for accounts receivable.
- Assist in collections and reconciliations.
- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Assist in creating budgets and forecasts for the organization.
- Stay updated on accounting standards and regulations.
- Ensure financial transactions and records adhere to legal and industry standards.

PROFESSIONAL QUALIFICATION & CERTIFICATIONS

➤ SAP FICO & MASTERS DIPLOMA IN GLOBAL ACCOUNTING (2023)

Masters Diploma in Global Accounting International Certification in Corporate Accounting covers Manual, Financial, Computerized accounting, and Administrative Skills. The course offers a greater understanding of ERP Skills (SAP-FICO Module). It aims to enhance the candidates' Administrative Skills using Microsoft (Word, Excel & Power Point). The course is aimed at meeting the demand for trained accounting professionals globally. The course provides the learners with an enhanced understanding of financial record keeping and computerized accounting using QuickBooks and Tally software.

PROJECT

Wynad Exports Project: Studied Recruitment & talent acquisition Process. Supported talent acquisition, on boarding, policy review, and employee engagement during MBA HRM Project.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

KHALID .S