



HINOD KUMAR

Accountant

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0505673623

DUBAI, UAE

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Highly organized and detail-oriented professional with over 2- years of experience in accounts management and Customer service management Adept at maintaining accurate financial records seeking to apply my expertise and contribute to the financial success and enhancing their accounting processes and financial operations.

WORK EXPERIENCE

Documents Verification Officer

Tamdeed Projects-OMB Etisalat

01/2023 - Present

Dubai, UAE

Achievements/Tasks

- Cross check information with relevant databases and sources.
- Collaborating with internal departments, including sales, and channels partners obtain necessary documentation or using tools to verify.
- Maintain and update records of all verified documents and ensure confidentiality.
- Provide excellent customer service by responding promptly to inquiries and concerns related to document verification.
- Manage multi tasks and deadlines efficiently.

Accountant

K.K. Group of Companies |

11/2021 - 11/2022

Karachi, Pakistan

Achievements/Tasks

- Maintain Export and Import BL and LC and Invoices.
- Daily Arrival Sheets/Contract Sheet. Stock Movement Report/Mill Production Sheet. Processed invoices and resolved invoice queries to enforce timely payment.
- Prepared monthly reports, account reconciliations, and financial statements. Maintained integrity of the general ledger, including a chart of accounts.
- Updated journal entries and accounts on an accrual basis with QuickBooks software.
- Monitored accounts payable and receivable statuses, keeping financial records up-to date.

Assistant Accountant

Ihsan Son's Pvt Ltd |

06/2021 - 11/2021

Karachi, Pakistan

Achievements/Tasks

- Worked On ERP (Sidat Hyder).
- Handling Daily Cash-Flow Management & Reconciliation of Ledgers of Parties.
- Facilitating Internal Auditor In All Matters Of Business Transactions. Executing Payment Procedure.
- Preparation of Payment Vouchers & Making Cheques.
- Daily Reconciliation of Cash/ Inventory and Monthly Reconciliation of Bank. Participated in monthly, quarterly, and annual audits.
- Account Receivable Customer Ledgers Accounts payables Vendor Ledgers Related Patties.
- Prepared bank deposits, checking and correcting any errors & Maintaining company purchase and sales ledgers.

SKILLS

Tally Prime-9

Quick Book

ERP

Communication

Decision Making

Problem Solving

Microsoft Office

Dynamic 365

Client Relationship

Self-Management.

Interpersonal Skills

PROJECTS

Business Idea (Talent provider.com)

Entrepreneurship (Ragistani Sweet Water)

Research on Banking Sector in Pakistan

EDUCATION

BBA - Finance

(SMIU-University)

2016 - 2019

Courses

- IBF
- Financial Management
- Cost Accounting
- Treasury and Fund Management

Intermediate

Govt. Degree College,

2012 - 2014

Courses

- Pre- Engineering

LANGUAGES

- English - Urdu

- Hindi - Sindhi