



AIMAN INAYATHULLA H.

Dubai, UAE

Mob :+971528542153

Mail :aiman.h24@gmail.com

CAREER OBJECTIVE:

Seeking a responsible and challenging position to employ my expertise and experience in the field of **Accounts**.

SUMMARY

- Two Year experience in **Accounts in Udupi, Karnataka - India**
- Having Graduate Degree in **Bachelor of Commerce (B.Com)**
- Having Post-Graduate Degree in **Master Of Commerce (M.Com)**
- Having Diploma Degree in **Diploma in Computer Application (D.C.A)**
- **Two years of experience as data Entry Technician Cum Financial Analyst**
- **Four years of experienced as Payroll Supervisor/ Human Resource Coordinator**
- Experienced in Passing Journal entry /Ledger Accounts
- Experienced in **MS Office / Accounting Packages –Tally**
- Dedicated, hardworking and pleasing mannered.

WORK EXPERIENCE:

- **Human Resource Coordinator** **October 2015 –October 2021**
Armed Forces Hospital
Southern Region, Saudi Arabia

Duties and Responsibilities:

- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Respond to internal and external HR related inquiries or requests and provide assistance
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

- **HR Assistant**
Maldives Computers
Udupi – India

July 2012 – May 2014

Duties and Responsibilities:

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Substantiates applicants' skills by administering and scoring tests.
- Schedules examinations by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data

- **Assistant Accountant**
A.B.S & Company, Chartered Accountants
Shimoga - India

July 2014 - June 2015

Duties and Responsibilities:

- Preparing & Maintaining statutory books of accounts
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintains financial security by following internal controls.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Provide internal and external auditing services for businesses and individuals.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Prepare profit and loss statements on behalf of a business.

SKILLS:

- Tally
- M S office (MS Excel / MS Power point / MS Word)
- Nexus

EDUCATIONAL QUALIFICATION:

- **Bachelor of Commerce (B.Com)** from Mangalore University, Karnataka, India
- **Masters of commerce (M.com) from Mangalore university**, Karnataka, India
- **Diploma in Computer Application (D.C.A)** from Manipal Career Academy, A unit of Manipal Academy for health & Education (MAHE), Karnataka, India
- **Tally - ERP**, from Manipal Career Academy, Udupi, India

PERSONAL DETAILS:

Date of Birth : 24 June 1991
Languages Known : English, Hindi and Kannada
Nationality : Indian
Religion : Islam
Marital Status : Married
Visa status : Visit Visa (Expires on 15/03/2022)