



SUMMARY

- Logical Accounting Assistant with 5 years of experience in organizing finances by preparing and managing the payroll, accounts payable and accounts receivable, Expert in processing payments and payroll for hourly and salaried employees, as well as preparing invoices, journal vouchers, employee reimbursements and statements. Detail-oriented with a focus on delivering accurate work.
- Detail-oriented accounting team member trained in account reconciliation, spreadsheet tracking and auditing support. Through in checking documentation and calculations to maintain records accuracy. Knowledgeable legal requirements and accounting best practices.
- Experienced in day-to-day accounting processes and applicable regulations. Dedicated to maintain accurate records with attention to detail and expert financial knowledge.

HAFIZ KAUWAWALA

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CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

EDUCATION

- M.Com. in Human Resource Management from The Maharaja Sayajirao University of Baroda in 2023 with 64.1 %
- B.Com. in Accounting & Finance from The Maharaja Sayajirao University of Baroda in 2021 with 69 %
- HSC (GSEB) in Commerce from M.E.S. Boy's

TECHNICAL SKILLS

- Tally ERP 9.0 Basic Accounting Software

OTHER SKILLS

- Excellent communication skills
- Creative and analytical thinking
- Problem solving skills

PERSONAL INFORMATION

DOB	: 21 Feb 2001
Gender	: Male
Father's Name	: Sabir Kauwawala
Marital Status	: Unmarried
Hobbies	: Reading books & Getting New Knowledge
Languages Known	: English, Hindi & Gujarati