


# HIDAYATHULLA NADUVAKKATTIL

**Nationality:** Indian

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**Gender:** Male

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 **Address:** 452, NADUVAKKATTIL HOUSE KUNNAKKAVU PO, 679340 MALAPPURAM ,KERALA (India)

## ABOUT ME

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Experienced General Accountant with a demonstrated history of working in Corporate sector. Skilled in VAT accounting and VAT filing , Microsoft excel and Tally.

## WORK EXPERIENCE

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### Accounting officer

**BUREAU FOR ACCOUNTANCY AND AUDIT SERVICES L.L.C** [ 01/02/2018 – 21/07/2019 ]

City: SHARJAH

Country: United Arab Emirates

BOOKKEEPING , BILLING AND DOCUMENTATION

ASSISTING IN AUDITING FINANCIAL REPORTS

PREPARING TAX REPORT AND TAX RETURN FILING OF CLIENTS

MAINTAINING BOOKS OF ACCOUNTS OF THE COMPANY.

PREPARING AND PRESENTING FINANCIAL REPORTS TO MANAGEMENT

ADMINISTERING PAYROLLS AND CO-COORDINATING DAY TO DAY OPERATIONS OF COMPANY

## EDUCATION AND TRAINING

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### MASTER OF COMMERCE

**JAMIA MILLIA ISLAMIA** [ 01/08/2015 – 15/07/2017 ]

Address: JAMIA NAGAR OKHLA, 110025 NEW DELHI (India)

[www.jmi.ac.in](http://www.jmi.ac.in)

### BACHELOR OF COMMERCE

**MES KALLADI COLLEGE** [ 14/07/2012 – 24/05/2015 ]

Address: MANNARKKAD PALAKKAD, 678583 KERALA (India)

[www.meskc.ac.in](http://www.meskc.ac.in)

## HIGHER SECONDARY EDUCATION

**GHSS KUNNAKKAVU** [ 2010 – 2012 ]

Address: PERINTHALMANNA MALAPPURAM , KERALA, 679340 (India)

## LANGUAGE SKILLS

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Mother tongue(s):

**MALAYALAM**

Other language(s): **English , Hindi , Arabic**

## DIGITAL SKILLS

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Microsoft Word / Microsoft Office / Microsoft Excel / Google Drive / Google Docs / Tally ERP9

### **Social media**

Skype / LinkedIn / Zoom / Facebook / Instagram

## CERTIFICATES AND ACHIEVEMENTS

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### **“Initiating and Planning Project”**

an online course authorized by University of California,Irvine

### **“Managing Project Risk and Changes”**

an online course authorized by University of California,Irvine

### **“Effective Problem Solving and Decision-Making”**

an online course authorized by University of California,Irvine