

NISHAD.APV

DUBAI

UAE

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**Accountant, Finance
Assistance, Cashier , Back
office Executive, Operations,**



OBJECTIVE

I have done M.com.(Finance & Accounts) post- graduate with 3+ years of total Experience in Accountant Field. I seek challenging opportunities where I can fully use my skills for the success of the organization..

ACADEMIC QUALIFICATIONS

2012-2015 <i>Chennai-India</i>	M.COM Finance & Accounts Annamali University	(60%Marks)
2008-2012 <i>Kannur-India</i>	B.Com Finance Kannur University	(57%Marks)
2013 <i>Kannur-India</i>	Diploma in Computerzed Accounting C-DIT kerala Government	(60%Marks)
2006-2007	Plus Two Highersecondary in Kerala Government	(55% Marks)

Languages:

English	: Bilingual
Malayalam	: Mother tongue
Hindi	: Moderate
Arabic	: Basic

Software: Microsoft Office Softwares as Word,Excel, Advance Excel, Outlook, E-mail Drafting , Tally ERP

WORK EXPERIENCE

Oct/2018 -Nov/2019 **Sheik Faisal Bin Obaid Al Maktoum Legal Firm Consultancy**
Dubai- UAE **Job occupied – General Accountant**

Tasks realized: Day to Day Accounting procedure
Updating Income and Expense Statement.
Create Client VAT invoices
Prepare Income and Expensereport
Prepare Quarterly VATreport
VAT filing,
Prepare , Salary Statement

Feb/2016 - Jun/2018 **Western India Plywoods LTD, Sector Plywoods Manufacturing**
Kerala- India **Job occupied : Assistant Accountant**

Tasks realized: Posting Journal entries
Handling Sales purchase Tax invoice
Accounts Payable and Receivables
Inventory entries
Handling GST invoice
Assisting CFO and Reporting to Finance Manager.

Skills

- Accounting and Finance Tally ERP 9.3
- MS Office softwares Data entry
- Computer Operating
- Advance Excel
- Filing and Documentation Computer operating
- Email drafting and Browsing Advanced Excel
- Reporting

ACTIVITIES AND INTERESTS

- Jogging ,
- Shopping,
- Cricket playing
- Reading Books,
- Garden Care

Personal Details

Merital Status : Married
Nationality : Indian
Religion : Islam , Muslim
Date of Birth : 17/02/1987

Declaration

Here I submit that all details above mentioned are true and Correct my knowledge nad belives.

Nishad.APV