

## 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

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

### 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 Expense report  
Prepare Quarterly VAT report  
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

Marital 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**