



## ABDUL MUNEEB

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### Skills

Microsoft Excel

PACT Software

Microsoft Word

Microsoft Office

OpenAI - Chat GPT

Video Editing

### Certifications

IELTS - IDP

Certificate ID : 22IN316455TA855A  
August 2022 - August 2024

TCS iON Career Edge - TATA  
Consultancy Services

Certificate ID : 119854-24149063-1016

Microsoft Excel - UDEMY

Certificate ID : UC-939e32a6-268d-43ac-a712-109433a018f4

Introduction to Project management -  
SkillUp

Certificate ID : 4073768

### Volunteering

National Service Scheme (NSS)  
August 2019 - August 2022

### Languages

ENGLISH

HINDI

URDU

### Summary

I am enthusiastic about pursuing opportunities that enable me to add value to the organization while deepening my understanding of industry and business operations. I am committed to cultivating new skills and advancing my expertise in accounting and financial analysis.

### Experience

#### NASH ENGINEERING FZCO

Assistant Accountant

November, 2023 - Present

Dubai, United Arab Emirates

- Managing invoices, delivery notes, and local purchase orders with careful tracking, verification, and filing to keep records accurate and organized.
- Responding to and resolving supplier inquiries quickly and effectively to keep operations smooth and maintain good relationships.
- Creating delivery notes and local purchase orders as needed, making sure they are accurate and issued on time to support smooth procurement and logistics.
- Posting invoices into the system to ensure timely payments, while following payment terms to maintain financial accuracy.
- Preparing monthly payable reports to ensure accurate and timely payments to suppliers, meeting all financial obligations efficiently.
- Issuing and preparing cheques for suppliers to ensure timely and accurate payments, supporting operational efficiency and financial commitments.
- Reconciliation of group ledgers and rectifying any discrepancies to ensure accurate and reliable financial records.
- Reconciling VAT payments across the group of companies to ensure accuracy and consistency in tax reporting and financial management.

#### KUKKADY ENTERPRISES

Assistant Accountant

October 2022 - September 2023

Mangalore - India

- Prepared bills and managed accounting transactions, including processing bank deposits, while also generating accurate and timely reports for the company.
- Created and verified spreadsheets with extensive numerical data, ensuring precision and accuracy, and updated existing data as necessary.
- Sorted and organized documents to prevent data loss, reviewed and processed invoices, sales orders, and purchase orders, and maintained comprehensive accounting records and files.

### Education

#### Milagres college Kallianpur, Udupi

Bachelors of Commerce

June 2019 - September 2022

7.39

#### Govt. PU college, Byndoor - Udupi.

Commerce

June 2017 - April 2019

82.16%

### Declaration

I declare that the above information detailing my qualification and field experience is true and accurate to best of my knowledge.

(Abdul Muneeb)