



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)