


# CURRICULAM VITAE

**NIZAM AHAMED**



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## EDUCATION

2008 - 2011  
**The New College**  
**University of Madras, India**  
**- Chennai**  
B.Com CS

## ADDITIONAL SKILLS

Microsoft Office

Tally ERP

Quickbooks

Eurekha

Adobe Photoshop

## LANGUAGE

English

Tamil

## RESUME OBJECTIVE

Financial and accounting professional with over 10+ years of experience in the various sectors, dedicated to providing accurate financial statements and other critical financial information to those individuals who make business decision on a daily, monthly and annual basis.

## PROFESSIONAL EXPERIENCE

June 2015 - April 2022

### **Accounts Executive**

***Bismi Industries, India - Chennai***

- Collected and analysed clients data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Managed the development and improvement from a handbook system to a computerized environment.
- Produce profit & loss statements and other financial reports, including audit vendor list price.
- Prepared month end balancesheet reconciliations, recording transactions, creating reports, tracking income and checking expenses figures for accuracy and legitimacy.

Nov 2014 - May 2015

### **Logistics Executive**

***India Shoes Exports Pvt Ltd, India - Chennai***

- Preparing proforma invoice, raising original export invoice & packing list and other supporting documents & delivery note.
- Preparing & submitting export inspection certificate to inspection agency & certificate of origin.
- Ensuring container inspection and goods stuffing planning reports submitting to operation manager.
- Follow up with freight forwarder and customs house agent upto clearing shipments.
- Preparing and submitting commercial invoice as per the L/C terms, CLE letter to get the import certificate to clear the shipment without duty.
- Submitting Invoice of B/L & shipping bill to bank for L/C payments.

Apr 2014 - Oct 2014

### **Accountant**

***Golden Jeed Trad LLC, Oman - Sohar***

- Oversaw the company's general account operations by strategically controlling and verifying financial transactions.
- Reviewed and analyzed preliminary financial statements and month end reports. Ensure accounts payable& receivable and invoice listing to confirm validating and to conduct of budget update as necessary.
- Analyzed the viability of establishing a more efficient accounting process to ensure effective execution of function.

## MARITAL STATUS

Married

## VISA STATUS

Visiting Visa upto 20<sup>th</sup> Aug 2022

## TYPING SPEED

Higher Level

## PASSPORT NO

L4323450

Aug 2012 - Mar 2014

### **Accounts Executive**

***Network Logistics India Pvt Ltd, India - Chennai***

- Manage accounting activities to ensure compliance with accounting principles, policies and external audits.
- Prepare accurate timely financial reports of company expenditures following the established schedule.
- Review and analyze the balancesheet, income statement and cashflow statements.
- Established control and processes to perform general ledger work for the month, quater and yearend.
- Central excise workings and submitting documents to central excise office and monthly e-filing.

July 2011 - July 2012

### **Audit Assistant**

***Mouli & Reddy Associates, India - Chennai***

- Handling all clients book of accounts. Ensure internal auditing reports to submitting auditor. Filing yearend tax audit report of the clients.
- Checking all books of accounts, bank reconciliation statements and financial statement of trading profit and loss and balancesheet as the record.