



NASRIN ANWAR BAIG MOGHUL

OBJECTIVE

Detailed information in-line accountant with an understanding of AR, AP, Payroll, Preparation of leave settlements, end of service, Treasury & Trade Finance, seeks a similar position in an organization to further enhance my mastery in tax & accounting software, computation, problem-solving, and analytical skills to make use of my interpersonal skills to achieve goals of a corpus that focuses on customer satisfaction and customer experience.

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SOFTWARES KNOWN:

- SAP B1/HANA
- SAP PAYROLL ADDON
- TALLY ERP
- QUICKBOOK
- ZOHO
- PEACHTREE
- ORACLE
- MS OFFICE
- OUTLOOK

Summary of Qualifications and Skills:

Responsible for creating forecast models, evaluating hazards in investments, handling trade finance & treasury, preparation of Payrolls, leave settlements, end of service of employees, and ensuring all accounting activities comply with regulations. Ultimately, maintaining the company's **financial** health and increase profitability, in the long run, as well as with a hand in general accounting principles, finance, and accounting practices, statutory accounting procedures, accounting processing payroll process and management, technical data filling, public relations, and customer service. With strong analytical skills and the ability to manage multiple tasks prioritizing multiple projects. Committed to customer service. excellent leadership and organizational skills. Utmost Communication skills both oral and written.

Working Experiences:

EXPO 2020.June 2021-Till Date.

Accreditation Supervisor

Job profile:

- Works collaboratively with Program and campus teams to gather information for the self-study reports.
- Facilitates institutional reporting to the Leadership of HCT with regards to accreditation initiatives.
- Continuously improves and maintains online systems that monitor the progress of program/ institutional self-study
- Assists with Accreditation data and information requirements in support of the activities of the Organizational Excellence unit.
- Ensures policy and procedures alignment with accreditation standards.
- Contributes to the development and implementation of the institute-wide academic quality assurance processes and accountability measures that are aligned with international best practice, HCT strategic initiatives and the strategic objectives of the Organizational Excellence Unit.
- Develops and manages Quality Improvement System for timely completion of Accreditation Self-Study Reports.
- Monitors policy and procedures alignment with accreditation standards.
- Facilitates and coordinates the sharing Accreditation Standards/ best practice and supports institution-wide benchmarking against best practice standards in order to continuously improve the delivery of programs and support services.
- Encourages and initiates international collaboration, cooperation, benchmarking and accreditation activities with international organizations.

Personal Details

Date of Birth: 09/07/1988

Gender: Female

Nationality: Indian

Marital status: Married

UAE Visa Status: Husband visa

Passport Details: S6819592

Hobbies: Playing Badminton,
Drawing, Painting



Educational Qualification

- SYMBIOSIS UNIVERSITY
[PUNE] 2011-2013
MBA [HR & FINANCE]
- BACHELOR DEGREE [GOA
UNIVERSITY]
[ACCOUNTING &
BUSINESS
MANAGEMENTS]
2005-2008
- H.S.S.C[OFFICE
SECRETARYSHIP &
STENOGRAPHY]
2003-2005

Junaid Group, Dubai
Accounts Manager / PAYROLL HEAD
Jan 2019- June 2021.

Job Profile:

- By using Tally ERP 9, worked with Invoicing, Receivables, Payables and Participate in drafting and reviewing of the accounting policies, procedures and guidelines in coordination with the business units in line with best practices, changes in organization structure and regulatory requirements.
- Verifying, allocating, posting and reconciling accounts payable and receivable. Producing error-free accounting reports and present their results.
- Analyzing financial information and summarizing financial status. Preparing payroll sheet and process WPS according to the allotment. Utility booking, expensing out monthly bases of employee's salaries & other expenses
- Spot errors and suggest ways to improve efficiency and spending. Provide technical support and advice on Management Accountant.
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process. Provide input into department's goal setting process. Prepare financial statements and produce budget according to schedule
- Supporting Team Leader in review and assessments of the financial policies, procedures and the financial section of the Delegation of Authority (DOA).
- Liaise with our Financial Manager and Accounting Manager to improve financial procedures.
- Preparation of monthly Payrolls, Leave settlements, end of service of employees of organization.

Assistant Financial Analyst, Ibero Marbles and Granites LLC, United Emirates (U.A.E), (2016-2019)

Job Profile:

- With the help of Tally ERP 9 Software Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions. Reconciles bank & books of accounts till finalization
- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

SKILLS SET & EXPERTISE

- Coordinated, planned for special events
- Events coordination
- Good communication skills
- Excellent analytical and writing skills
- Ability to perform well under pressure and a quick learner
- Enthusiastic, Friendly

- Maintains the work structure by updating job requirements and job descriptions for all position.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

Junior Assistant Accountant, Manappuram Finance Limited Vasco,2014– 2016

Job Profile:

- Perform development activities of subordinate staff in line with the strategies of the organization
- Manage tasks and make sure that timely manner
- Understand variance of budgets and standards
- Perform financial analysis for management
- Make sure proper maintenance of cost accounting, general accounting, accounts receivable, and account payable
- Establish and develop a strategic budget.

Preschool Teacher(Nursery to Grade 5(British syllabus) Cambridge per school, Goa, India.2008-2014.

- To define and communicate learning expectations to students
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- To assign reasonable assignments and homework to students as per university rules
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of quizzes, assignments, mid-and final semester exams
- To use student assessment data to guide changes in instruction and practice, and to improve student learning