

# NAKEEB BAJI

■ Dubai, UAE. ■ Indian ■ 1 month notice period  
■ Passport No: L7189543 ■ DL: - Bahrain Driving License  
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## Career Summary

Passionate and result oriented **Commerce Graduate**, who undertakes complex assignments, meet tight deadlines and delivers superior performance. Possesses practical knowledge in the field of accounts **having 6+ years of professional experience.**

### Core competencies & Expertise include:

•Financial Reporting •Petty Cash management •Credit Collection •Accounts Receivables & Payables  
•Coordinate with audits •Payroll •Client Relations •VAT •Quick books •ERP •Communication Skills.

## Professional Experience

### 1. ACCOUNTANT.

December 2018– TILL DATE

- NUHA GENERAL TRADING LLC, Dubai. UAE.

**Overview:** As a Branch Accountant to one of the leading business houses in the GCC, Successfully handled accounting operations independently with the minimum supervision, worked closely with the different departments, as a team efficiently managed day to day accounting operations of the company.

### Key responsibilities & Achievements:

- ❖ Receiving, verifying, recording & processing payment for vendor invoices & employee expense reports and other general accounting responsibilities.
- ❖ Reviewing vendor invoices for appropriate documentation and approvals before payment.
- ❖ Managed petty cash disbursement, post, verify & reconcile the payments.
- ❖ Accurate and timely payments to suppliers and managing the AP process in entirety
- ❖ Maintain a proper filing system for accounting documents
- ❖ Reconciling processed work by verifying entries and comparing system reports to balances.
- ❖ Producing monthly financial and management reports
- ❖ Support & provide assistance in preparing financial statements and month-end closing reports as per specific deadlines.
- ❖ Follow up of Customer payments through email, Phone Call & Whatsapp.
- ❖ Monitor Bank Balance & Preparation of Bank Reconciliation every month
- ❖ Preparation of Staff Salary and submission done through WPS.
- ❖ Reviewing of Branch Statements every month.
- ❖ Preparing vouchers, invoice, cheques.
- ❖ Dealing with the preparation and submission of VAT returns on a quarterly basis.
- ❖ Reporting to Financial Controller & Managing Director

**YASSER ZUHAIR TRADING EST. (Abu Saiba, BAHRAIN).****Key responsibilities & Achievements:**

- Checking and verification of purchase orders & invoices.
- Preparing supplier Cheque as per payment terms comply with company policy. Preparation of bank reconciliation.
- Salary Preparation & Disbursements.
- Preparation and sorting of Payment/Receipt/Journal and petty cash vouchers of day-to-day transaction of the Company.
- Preparation of quotations.
- Reviews LPO's and ensure that all required approval and documents are complete such as material request, quotations, and justification note.
- Review invoices from suppliers and contractors, and ensure that the figures are balanced with LPO's and contract terms and conditions.
- Dealing with the suppliers regarding supply of materials, payments, and other business related matters.
- Invoice preparation as per terms of contract & Check all invoices according to LPO submitted.
- Allocation of receipts against the client Statement of Accounts and make necessary clarification as required on partial payments made.
- Monitoring and updating client Statement of Accounts
- Ensure timely deposit of all cash and cheque collections into bank.
- Ensure regular follow-up via telephone / email made to maintain good business relation with clients and suppliers.
- Preparation of all accounting relating documents, receivables, accounts payable and handling petty cash.
- Respond to basic client inquiries and other clerical tasks related to maintaining the accounts receivable records

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**Education & Technical Skills**

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- **Bachelor of Commerce.**
  - Rosario College of Management Studies (Mangalore University) 2010-2013
- **Pre University in Commerce.**
  - St. Raymond's pre university College, Vamanjoor, Mangalore, India. 2008-2010
- Proficient in Microsoft Office advanced Excel –Word – Power Point – Outlook - Tally ER9-Peachree-Daceasy –busy.
- Excellent **communication, reporting and presentation skills.**
- **Languages Known (Fluent): English, Hindi, Urdu, Arabic (Basic) & Kannada.**

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**Declaration**

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I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Dubai, United Arab Emirates.

(Nakeeb Baji)