

RESUME

Shuaib Nasir

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Seeking senior level assignments in the areas of Accounts / Client servicing / Operations with an organization of high repute.

PROFESSIONAL PROFILE

- **Over 3 years** of experience in Accounts and Sales Operations.
- Proficient in managing and supervising a team.
- Practical and business focused approach to achieve organization goals & coupled with inter personal & communication, analytical & presentation skills.

EMPLOYMENT DETAILS

Al Farah Printing Press LLC since October '16 till Present

Accountant & Sales Supervising
Al Farah Printing Press LLC
October 2016 – Present

Key Accountabilities:

- Maintaining and assisting all financial controls documentation
- Bank Reconciliation, posting and rectifying the entries
- Assist in determining the cost of operations by establishing standard costs; collecting operational data
- Guiding cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials
- Co-ordinating intercompany related activities.
- Increases productivity by developing automated accounting applications; coordinating information requirements
- Invoicing & preparing Statement of Account
- Payments follow up with the client
- Enabling quality control and standards are met
- Preparing monthly reports and closing every month activities
- Analyzing and forecasting the sales by preparing report through excel which facilitates decision making
- Assess customers' needs and provide assistance and information on product features
- Team up with co-workers to ensure proper customer service
- Helps customer make selections by building customer confidence; offering suggestions and opinions

EDUCATIONAL CREDENTIALS

- ✓ SSLC (10th Standard) from New Indian Model School , Sharjah, UAE (Year 2000 - 2011)
- ✓ Higher Secondary (12th Standard Science with Commerce) from Govt. HSS , Trivandrum, Kerala, (Year 2011 – 2013)
- ✓ Bachelor of Commerce from – Kerala University (Year 2013 – 2016)
- ✓ Pursuing MBA in Operations Management – JNU University
- ✓ Diploma in Computerized Financial Accounting (Which includes Tally, Peachtree, Quick Books & MS Excel)

IT SKILLS: Well versed with Windows, MS Office and Internet Applications

PERSONAL PROFILE

- Date of Birth : 10th December 1993
- Nationality : Indian
- Marital Status : Single
- Language Proficiency : English, Hindi Malayalam and Arabic
- Visa : Residence visa
- **Driving License** : **UAE driving license – Sharjah**

In the event of my selection, I assure you to discharge my duties and responsibilities, to utmost Satisfaction of my superior.

Shuaib Nasirudeen