

Nadia Nasseer

Junior Accountant

Address Muhaisinah 4, Dubai
Phone +971 543746162
E-mail nadiaazeem54@gmail.com

Highly detail – oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling finance projects, balance sheets and proficient knowledge in handling audit projects with knowledge and understanding of various Accounting and Finance tools. Strong willingness to exhibit my proficiency in Accounting & Finance in a professional environment.

Skills

Accounting	<div><div></div></div>
Cost Accounting	<div><div></div></div>
Financial Reporting	<div><div></div></div>
Financial Management	<div><div></div></div>
Correspondence management	<div><div></div></div>
Msoffice	<div><div></div></div>
Problem solving	<div><div></div></div>

Work History

04.2017 – 10.2019

Accounts Assistant

Maatasa Star Building Contracting LLC, Dubai.

- Complied with all established policies and performed bank reconciliations, accounts payable/receivable, invoicing, billing, collections, monthly balance records, vendor payments, vat filings and profit and loss statements.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Processed payments and documents such as invoices, journal vouchers, employee payroll with the support of senior accountant.

- Prepared and mailed invoices to customers and effectively communicated with clients about payment needs and kept updated, organized and accurate ledgers.
- Performed PR/LPO follow ups and updated actual vs. budget expenses.
- Entered financial data into company accounting database for verification and reconciliation, maintaining accurate and correct accounts at all times.
- Reviewed account documentation for over many accounts, rectified issues and contacted vendors about account changes.
- Monitored, verified and approved invoices and reviewed balances using Tally software to assess balance sheet for variances.
- Reported financial data and updated financial records in ledgers and journals.
- Maintained excellent financial standings by working closely with Senior Accountant to process business transactions.
- Prepared weekly and monthly financial reports.

Education

2018 - Current ACCA - Accounting and Finance

Phoenix Financial Training – Dubai

- Majored in Finance, Accounting & Audit.

Interests

Hobbies Travelling, artwork, cooking.
Software MS Office, Tally

Languages

English	<div></div>
Malayalam	<div></div>
Arabic	<div></div>

Additional Information

UAE Driving License – 4035312

Date of Birth – 08 Dec 1999