**CURRICULAM VITAE**

NABEEL

[NABEEL.155361@2freemail.com](mailto:NABEEL.155361@2freemail.com)

**CAREER OBJECTIVES ..**

Desire to work in a stimulating and growth oriented environment where I can apply and enhance my experience, education and skill with an opportunity for mutual Growth and advancement.

**EDUCATIONAL QUALIFICATIONS .**

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| --- | --- | --- | --- |
| **Name of the Institution** | **Examination** | **University / board** | **Year of Passing** |
| Institute of Chartered Accountants of India | Chartered Accountant (CA Inter) | Institute of Chartered Accountants of India | 2008 |
| PTM Arts & Science College, Kerala. | Bachelor of Commerce | Calicut University | 2003 |
| GVHSS, Kerala. | VHSE | Board of Higher Secondary | 2000 |
| GVHSS, Kerala. | SSLC | Kerala Education Board | 1998 |

**WORK EXPERIENCE (TOTAL 10 YEARS) .**

**3.7 years of UAE Experience:**

Current Employment:

* Currently employed as an Accounts Manager in Enigma Design LLC, a well reputed Designing company, in Abu Dhabi, UAE (From Sep 2014 to Present)

Previous Employment:

* 1.9 years of experience as an Auditor in HLB Hamt, Chartered Accountants, Dubai, UAE. HLBI is a leading and top ranked mid-tier international accounting network and mostly ranked among the top 12 nationally, servicing clients through its member firms in over 100 countries (From Dec 2012 to Sep 2014)

**4 Years of Experience in Chartered Accountants Firms in India**

* One year of Experience as an Audit Manager in V.K. Niranjan & Co., Chartered Accountants, Bangalore, Karnataka, India (From May 2011 to April 2012)
* 3 years of Experience an Audit Assistant as per the requirements of Chartered Accountant Professional Course in AJS & Associates, Chartered Accountants, Bangalore, Karnataka, India (From April 2008 to April 2011).

**2.3 Years of Experience as an Accountant and Trainee**

* Worked for 15 months as an Accountant in Scot-Free Steels Ltd., Palakkad, Kerala, India.
* Worked One Year as a Trainee in Indian Overseas Bank (Government Bank), Tirur branch, Kerala, India.

**AREAS OF EXPERIENCE AND EXPERTISE .**

**Key areas handled:**

1. Experience as an Accounts Manager:

* Preparation and finalization of Balance Sheet, Profit and loss Account, Cash flow Statements, on monthly, quarterly and annual basis and MIS reports.
* Financial planning includes budget or projected and provisional balance sheet etc. for developing the business plan and forecasting.
* Managing all finance functions of the company and plan, co-ordinate and supervise all the accounting activities including payroll.
* Plan, co-ordinate and assist with external Auditors for interim and final audit of the company.
* Handling of cash management operation, Bank guarantee and related issues and preparing the monthly bank reconciliation.
* Plan, co-ordinate and liaise with banking and financial institutions to obtain most suitable facilities for the company.
* Manage the sundry debtors and creditors and ensure the timely collection and payment, generating monthly ageing analysis and control over the bad-debts, etc.
* Daily updating of books of accounts with daily analysis of outstanding receivables and payables, etc.
* Handling of petty cash with preparation of monthly statements.
* Preparation of project wise financial reports with a detailed analysis of actuals with the budgets.
* Preparation and maintenance of cost analysis statement with scrutiny and applying of cost effective systems for better controlling of cost in line with budget.
* Invoicing to clients on the basis of contracts, considering the stages of completion method.

1. Audit Experience:

* Immense exposure to audits of various medium sized companies viz manufacturing, trading, hospitals, consulting firms, etc.
* Interactive meeting with the clients regarding the discussion of the progress of the audit, clarification, etc.
* At the closing meeting with the client, provide the client with the valuable suggestions to improve the internal control weakness and accounting system in place.

1. Preparation and Finalization of Financial Statements:

* Prepared quite a lot of financial statements of various clients handled during the audit process in accordance with IFRS1. Financial statements basically include statement of financial position, comprehensive income, cash flow statement, Notes to accounts and required schedules.

1. MIS Reporting:

* Assisted the clients in preparing the templates of MIS reports as a part of special assignments and it basically covers balance sheets, profit and loss accounts, cash flow statements and schedules. It also includes major ratios like current ratio, debt equity ratio, etc. and explanation for the same and suggestions to improve the financial position of the company on the basis of the ratios. It also covers cash budget and forecasting of the results of the subsequent years.
* Analysis of the major variance of the financial position and results as compared to the previous period. Reporting the same to the Top Management at an early stage so that remedial action can be taken by the management on a regular basis on the basis of the reports.

**STRENGTHS .**

I am a motivated, since and results driven person who has the ability to quickly establish rapport, and maintain ongoing working relationships with others at all levels.

I strongly believe my strong interpersonal and communication skills, qualification and strong service orientation, and the capacity for hard work, are the key attributes to offer.

**IT SKILLS .**

* Post Graduate Diploma in Computer Application (PGDCA)
* Proficient knowledge in Microsoft Office (Word, Excel, Power Point, etc)
* Quick Books, Tally ERP
* Peach Tree

**EXTRA/CO-CURRICULAR ACTIVITIES .**

* Participated in many Inter School/College competitions.
* Represented School Cricket Team in District Level.

**LINGUISTIC SKILLS (can read, write and speak) ..**

* English
* Hindi
* Malayalam
* Arabic (Basic knowledge - Read and Write)

**PERSONAL DETAILS .**

Sex : Male

Date of Birth : 20th May, 1983

Religion : Muslim

Marital Status : Married

Nationality : Indian

**DECLARATION .**

I hereby confirm that the information given above is true and correct to the best of my knowledge and belief. I will discharge the duties entrusted to me to the best of my capacity and to achieve the goal of my organization.