**NIBILSHA **

**Dubai, United Arab Emirates**

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### Employment Objective

My aspirations are being formed to be an active part of a professional work environment that allows me to learn and progress as an ambitious individual.  
I am seeking a challenging position, which suits my education, experience and hoping to be a part of your esteemed organization, where by I can use my analytical, technical and interpersonal skills to achieve my potential in a competitive work environment***.***

### Career Profile

* **2 years** of experience in Accounts in  **INDIA**
* Professionally qualified with **Bachelor of Commerce (B.Com.).**
* Well versed in customized accounting software & MS Office Applications
* Excellent written and verbal communication skills.

**Employment History**

* **September 2013 to January 2015 as an Accountant, Moothedan Overseas, Chalakudy, India.**

**Experienced Responsibilities**

* Preparing Accounts Receivable Statements as per credit periods.
* Monitoring Sales Invoices and Returns.
* Making Ageing Analysis Reports and follow up the outstanding of customers.
* Reconcile account receivables with the client.
* Handles petty cash and passing necessary entries.
* Investigates and resolves problems associated with processing of invoices and purchase orders.
* Assist the annual inventory analysis.
* Monitoring the cost and sales price.
* E-Filing
* Preparing E-Declaration and Delivery note for the movement of goods from one state to another.
* Dealing of all the bank transactions of the organisation through Internet.
* Entering bank statements to the accounting system.(Tally ERP 9.0)
* Preparing T.T copies for the Import purpose of the organisation.
* Preparing cheques for the important cheque transfers.
* Preparing preliminary Profit & Loss A/c and Balance sheet as a part of the Auditing.
* If necessary, dealing with the customers as the part of sale.
* Preparing system generated bills and if necessary, manual bills also.
* Dealing with the clients directly,if it is unavoidable.
* Preparing works contract bills and filing its return.
* Creating agreements between the parties as it is a part of works contract return filing.
* Filing TDS and service taxes.
* **March 2013 to August 2013** **as an** **Assistant Accountant**, **P.K Thomas Associates (Chartered Accountant) Chalakudy.**

**Experienced Responsibilities**

* Assist the annual inventory analysis of different firms.
* Check all sales and purchase invoices and place necessary entries.
* Assists with monthly status reports, and monthly closing.
* Prepare and distribute reports like total sales and purchase report to the concerned.
* Performs other duties as required to support Accounting Department.
* Dealing with sales tax officers and Income tax officers directly as the part of filing returns.

### Academic Profile

* **B.com with Co-Operation** : **Calicut University**

**(77%)** **Kerala, India.**

* **Plus Two (83%)** : **Board of Higher Secondary**

**Examination**, **Kerala, India**

* **SSLC** **(87%)** : **Board of Public Examinations,**

**Kerala, India**

### Accounting Packages

* **Tally ERP 9.0**

**Technical Qualifications:**

* Proficient in the use of **Tally ERP 9.0** software
* Proficient in working with **MS office** Applications.
* Windows 7 & 8.
* Expert in E-Filing.
* Capable of taking E-Declaration and Delivery notes.
* Efficient in online banking.
* Expert in Internet browsing.

**Personal Profile:**

Date of Birth : 15/05/1992

Nationality : Indian

Sex : Male

Languages spoken : English, Hindi, Malayalam

Religion : Muslim

Visa status : Visit Visa (Upto 16.05.2015)

Place of Issue : Cochin

**Strengths:**

* + Faith in God Almighty.
  + Excellent communicative skill to make a point precise and clear.
  + Confidence with Innovative approach and readiness to take up challenges.
  + Strongly commercial with excellent spoken & written communication and influencing skills.
  + Can work under pressure and meet deadlines.

**Reference:**

Available upon request.

**Declaration:**

I hereby declare you that all the above details are true and correct to the best of my knowledge and belief. I promise you that I will be a dynamic personality who is very truthful and loyal to contribute to the organizational goals