

NABEEL

[NABEEL.270385@2freemail.com](mailto:NABEEL.270385@2freemail.com)

career objective

To be a part of organization that can realize and utilize my skills and abilities in the most proficient manner to contribute with full of my potential for the growth of the organization along with building

My career.

Key Skills

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| --- | --- |
| **Personal Skills:** | * 2.2yr experience in Typing and PRO Works in Dubai * Vast experience in Laptop, Desktop, Printer and Mobiles. * Good negotiation skills, market knowledge and supplier/client handling. * Office / back office management. * All kind of office work, i.e. updating daily stock sheet, attendance/muster roll, staff salary, handling petty cash, etc. * Preparing Invoice, Quotation, Proposal, Purchase order, Submittal, etc. * Follow up of pending transactions, receivables and payables. * Banking experience, handling cheque books and related works. * Positive thinker & quick learner. * Sincere and dedicated. * Well groomed appearance, sincere and dedicated. * Highly motivated and goal-driven. |
| **Computer Skills:** | *◼ MS – Office◼ Word ◼ Excel ◼ Internet ◼ Windows Applications* |

professional experience

* **Company : Al Raeesi Documents Clearing**
* **Nature of Company : Documents Clearing. ( P R O Works)**
* **Job Title : Administrative Officer**
* **Location : Dubai. U A E**
* **Experience : 2.2 Year (Presently Working)**

*Scope of work:*

1. Knowledge about Dubai Immigration, Economic and Labour laws.
2. Fluent Arabic/English Typing
3. Processing of Employment and Residence visas
4. Maintaining daily transactions.
5. Preparation of Journal, Cash & Bank Vouchers
6. Maintenance and accounting of Petty cash on day-to-day basis.
7. Accounting of Expenses on day to basis as and when occurred.
8. Preparation of Invoices as per the agreements and follow-up with customers regarding the outstanding receivable from them.
9. Calculation of Salaries, Wages & Preparation of Pay Slips.
10. Preparing quotes, invoices, statement, etc.
11. Excellent written and oral communication skills.

professional experience

* **Company : WOW! MOMO Foods Pvt**. **Ltd**
* **Nature of Company : Food Courts & Cafe**
* **Job Title : Accountant Cum Office Administration**
* **Location : Cochin . Kerala**
* **Experience : 8 Months**

*Scope of work:*

1. Maintaining daily transactions.
2. Preparation of Journal, Cash & Bank Vouchers
3. Maintenance and accounting of Petty cash on day-to-day basis.
4. Calculation of Salaries, Wages & Preparation of Pay Slips.
5. Reporting the status of business to various seniors and manager.
6. Maintenance and accounting of Petty cash on day-to-day basis.

PERSONAL DETAILS

**Nationality** : Indian **Date of Birth** : April 4th, 1992

**Marital Status** : Single **Gender** : Male

**Notice Period** : Can join immediately **Hobbies** :Football & Music.

**Languages** : English, Hindi, Malayalam, Tamil, **Visa Status** : Employment Residence

Education

Pursuing Master of Business Administration in Human Resources as based distance Education from Sikkim Manipal University 2014-2016.

Passed Bachelor of Commerce from Calicut University in 2013.

Passed H.S.S.C. from the Kerala Education Board in the year 2010 from Guide College . Malappuram

Passed S.S.L.C. from the Kerala Education Board in the year 2008 from M S M Highr Secondary School. Malappuram

DECLARation

I hereby declare that the above mentioned information is true to the best of my knowledge.

***References and supporting documents will be furnished upon request.***