**CV No 1944336**



**NISAR. T.P**

**Objective:**

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute

**Profile:**

A result oriented professional with proven abilities in accounting. A team player with strong leadership ability and can work under pressure, positively contributing to productivity, Self-motivated, and exuberant. I can carry out work with pace and diligence with minimum supervision.

**Education:**

* B Com. Degree(Co-operation): University of Calicut, Kerala, India
* PLUS TWO (Board of Kerala)
* SSLC (Board of Kerala)

**Computer Literacy:**

* Advanced knowledge of Accounting Software **Focus RT,8(POS)**
* Advanced knowledge of Accounting Software **Smacc**
* Advanced knowledge of Accounting package **Tally 7.2, , ERP.9**
* Proficient Knowledge in M.S Office
* HIS(Hospital Information System)
* Computer Hardware & Networking

**Professional Experience:**

Location: Saudi Arabia

Period: May 2013 - Present

Title: Senior Accountant

* **Company: Al-Tamimi Foods**

Location: Saudi Arabia

Period: February 2012 – May 2013

Title: Accountant

* **Company: Al-Salama Eye Hospital**

Location: Cochin – Kerala – India

Period: August 2011 to January 2012

Position: Accountant

* **Company: M/S Accounts (Accounts Contractors)**

Location: Cochin – Kerala – India.

Position: Accountant

Period: January 2010 to July 2011

Position: Accountant

**Key responsibilities**:

* Control over all Accounting and Financial matters.
* Handling and maintaining Accounts up to Finalization
* Prepare weekly, monthly and yearly reports for management
* Preparation of year ending Schedules and Accounts for Audit
* Coordinate with Auditors for interim and yearly Audit.
* Reconciliation of H.O, Branches, Bank, Suppliers, Customers.
* Controlled stock in a systematic way.
* All kinds of Bank Transactions.
* Customers dealing, sales promotions and branch assistance.
* Maintain Purchase, Sales and Stock Register.
* Monthly sales and purchase report preparation.
* All Logistic (international and national) control and document preparing.
* Staff salary and sales commission preparing.

**Languages:**

* English: Speak, Read and Write
* Arabic: Speak, Read and Write
* Hindi: Speak, Read and Write

**Skills:**

* Accounting skills
* Financial Analysis
* Good communication skills
* Team work

**Personal data**

**Name : Nisar.TP**

**Nationality : Indian**

**Date of Birth : 01-02-1989**

**Religion : Muslim**

**Marital Status : Married**

**Reference:**

**Available upon request.**

**Declaration:**

Here by I submit that all the details above mentioned are true and correct in my knowledge and belief.

**Sincerely**

**Nisar.TP**

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| **NISAR. T.P – CV No**  **1944336**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |