##### Curriculum Vitae



**NISAMUDHEEN.**

**NISAMUDHEEN.331631@2freemail.com**

**CAREER OBJECTIVE**

* Striving for constant improvements and taking responsibility for my own performance by Taking additional responsibility and responding well to situations with minimum supervision.
* Continually seeking to improve performance through individual efforts and with the assistance of others. Seeks feedback on performance and focuses on areas of shortfall. Maximizes opportunities for self-development.
* Ensuring that work quality meets the standards required and completes tasks in a timely and thorough manner with minimum supervision. Follows standards, policies and procedures. Meets attendance and grooming standards.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Date of Birth | 06/07/1987 |
| Nationality | Indian |
| Marital Status | Married  |
| Passport Number | H6731516 |

**ACADEMIC QUALIFICATIONS**

|  |  |
| --- | --- |
| 2010 – 2012 | **MASTER OF BUSINESS ADMINISTRATION (M.B.A)** (SREE AMMAN INSTITUTE OF MANAGEMENT. ERODE. INDIA ) |
| 2005 – 2008 | **BACHELOR OF ARTS (BA- ECONOMICS)** -  (CALICUT UNIVERSITY, KERALA- INDIA) |

 **COMPUTER EXPERTISE**

* *Windows-7*
* *MS Office*
* *ERP Software’s – Tally,*

**PROFESSIONAL STRENGTHS**

* Flexible and friendly.
* Maintain Positive attitude
* Ability to work under pressure, meet dead lines
* Ability to inspire creativity and co-operation among team members
* Independent and responsible.
* Open minded, organized, productive and practical.
* Good communication skill.
* Self-assured, Self-confident & Self-motivated.
* Focused, ability to learn quickly and deliver quality work.

 **EXPERIENCE SUMMARY**

 **Designation**: Accountant General

 **Duration :** 08/10/2014 To 31/12/2016

 **Lives in** : Dubai

 **KEY RESPONSIBILITIES**

* Ensuring processing of invoice within time in ERP called TALLY.
* Pass Journal Entries and maintain distinct ledger and file for all types

Of transactions.

* Prepare invoices and associated delivery schedule statements.
* Preparing statement of accounts (Receivable and Payable).
* Internal Audit of the Book keeping and Record maintenance.
* Finalization of balance sheet and profit and loss accounts.
* Handling all the cash transaction of the company.
* Maintaining cash and petty cash Records.
* Prepare and send outstanding statement periodically.
* Handle with all customers queries.
* Stock maintenance, store management.

 **LINGUISTIC CAPABILITIES**

* **Read & Write**  : English, Hindi, Arabic.
* **Speak**  : English ,Hindi,

**DECLARATION**

*I hereby state that all the above information provided by me is true to the best of my knowledge and no misrepresentation has been made.*