|  |  |  |
| --- | --- | --- |
| |  | | --- | | **C:\Users\Bandhan\Desktop\nishal.jpg** |   **RESUME**  **Nishal**  [**Nishal.364789@2freemail.com**](mailto:Nishal.364789@2freemail.com) | |
| **Personal Summary & Career Objective** | |
| A confident, multi-skilled & capable accountant cum Administration executive with excellent knowledge of finance, accounting and administration procedures. Able to provide all kinds of financial information to all areas of the business as an accountant. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems, accounting and other administration procedures.  Currently looking for a suitable position that offers variety and also opportunities to develop both personally and professionally. | |
| **Professional and Academic Qualifications** | |
| ***Post Graduation***  **M.Com (Accounting)**  (Master Of Commerce)  ***PG Diploma***  **PGDFM**  (PG Diploma in Financial Management)  ***Graduation***  **B.Com**  (Bachelor of Commerce)  ***HSE (12th Std)***  **+2 Commerce**  ***SSLC (10th Std)*** | **Passed With First Class** – Annamalai University (2009-2011)  **Passed With Second Class** – AnnamalaiUniversity (2009-2010)  **Passed With First Class** – University of Calicut (2006-2009)  **Passed With First Class** –Higher Secondary Examination Board. Govt. of Kerala.(2006)  **Passed With First Class** –General education Board. Govt. of Kerala.(2004) |
| **Work Experience** | |
| * **Organization : YASHUS JEWELLERS LLC (DUBAI- UAE)**   (21kt, 22kt Jewelry Wholesale & bullion )  **Designation** : **Accountant.**  Period : From:**20-Aug- 2016To Present.**  Responsible for various areas including; invoicing, banking transactions, payments, Debtors follow-up and dealing with financial queries. Also be required to Perform Administrative activities. | |

|  |
| --- |
| **Roles/Responsibilities**   * Prepare all accounting vouchers , invoices etc * Prepare Monthly P&L Account and Balance Sheet to audit. * Prepare Bank Reconciliation Statement, Stock Reconciliation Statement, etc. * Transfer salary under WPS. * Prepare monthly Purchase/ Sales analysis. * Compute the range of gold fixing rate. * Prepare & Maintain manual stock register. * Company Liquidation and windup entries and legal clearance. * **Organization : FAVOR JEWELS LLC (DUBAI- UAE)**   (International Gold jewels Trading – Wholesale & Retail)  **Designation** : **Accountant.**  Period : **From 1**-**June 2013 To 06- September 2015**  Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines and also Performs the effective administration procedures required for the Group.  **Roles/Responsibilities**   * Prepare and verification of vouchers, bills, day books. * Prepare Monthly P&L Account and Balance Sheet to audit. * Branch accounting & Intercompany transactions. * Handling petty cash & Doing banking transactions. * Physical verification of Inventory. * Periodical balance confirmation from Debtors & Creditors. * **Organization:Al Khaima Sweets and Pastries (Qatar)**   (Leading Arabic sweets & Pastries company in Qatar)  **Designation** : **Accountant.**  Period : From **May 2012 to April 2013.**  Worked as an Accountant under a senior accountant in all accounting jobs including finalization of accounts, auditing and Planning etc.   * Preparation of all accounting vouchers and records. * Receivables & Payables Management. * Sale & Purchase Order Verification. * Prepare various reports for the management like budget analysis report, Sales report, etc * Respond to supplier’s calls and queries. * **Organization: Accounts India**   (Accounting & Taxation Services – Kerala - India)  **Designation** : **Accountant Trainee**  Period : From **Oct-2009 to Nov-2011**  Worked as anAccountant (Trainee) under a senior accountant in all financial accounting and taxation jobs including finalization of accounts, auditing and computation and clubbing of taxable income. |

|  |
| --- |
| **Personal Details** |
| Date of Birth : 20-Feb-1989  Age : 28  Nationality : Indian  Sex : Male  Religion : Islam  Marital status : Married  Hobbies : Involve in social welfare activities  Visa Status : Residence (Employment) |
| **Computer Proficiency** |
| * Tally 9.0 * PeachTree * Visual ACE & Win Gold. (Gold & Diamond) * MS Office Suit and Internet. * Advanced Diploma in Computerized Financial Accounting. |
| **Linguistic Proficiency** |
| * English * Hindi * Arabic (Basic only) * Malayalam & Tamil |
| **Strength & Skills** |
| * Hard & Systematic Working. * Quick Learning * Proper Time Management. * Handling Challenging job & Situation. * Creative attitude & Honesty. * Believe in Problem Solving Approach. * Team worker with leading ability. |
| |  | | --- | | **DECLARATION** |   **I hereby declare that the above given information is true and correct as per my knowledge & belief.** |