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| NAZIM 🕻 **#** C/o 971501685421  🖂 **#** [**nazim.377774@2freemail.com**](mailto:nazim.377774@2freemail.com) |  |

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| **Career Objectives.** |

I am Looking for a Long Term Career Oriented Position Where I Am perform all Tasks to the Best of My Abilities, With Complete Sincerity, Dedication Synchronized with Hard Work and Coupled With Honesty and Interest.

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| **Profile Summary** |

* Nearly 10 years of Extensive experience in Finance & Accounts.
* Managed overall financial accounting operations for the organization including collection, purchase, receivable, Payable, deposits.
* Hands on experience in working with the finance Director for the preparation of Annual Budgets, monthly forecasts, and strategic plans.
* Posses sound Knowledge in **ERP, Focus, tally & Microsoft Office.**

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| **Core Competencies** |

* Accounts Receivable , Accounts Payable, Monthly Account Reconciliation.
* Forecasting, Budgeting, MIS Management & Auditing.

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| **Work experience.** |

* ***Al Falaq International LLC (Oman) April 2016 – Present***

***Accountant***

* Maintaining Books of accounts till finalization (Trail Balance, Profit & Loss A/C & Balance Sheet)
* Proficient in accounting package **Tally**  and **MS Office** (Word, Excel etc)
* Maintaining Petty cash, bank book and Administration work etc.
* Handling bank transaction and liasoning
* Preparing telegraph transmission (TT).
* Posting All Entries to Respective Ledgers
* Preparing Bank Reconciliation Statement.**(BRS)**
* Attending to Customer Queries relating to **Accounts payable & Receivable.**
* Ledger Reconciliation & Prepare payment voucher & Cheques.
* Preparation of Monthly Receivable and Payment Statement for related Parties
* Preparing salary of employees at the end of each month & Transfer through WPS System.
* **Calculation of Gratuity & Leave Salary** of employees.
* Handling Post dates Cheque's **(PDC).**
* Posting Provisions & adjustment entries in the system
* Preparing Cash Flow Statement.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Provide detailed analysis of accounts to auditors.
* ***Aviator & Aviation Trading Est.(Dubai) 10th January 2013 – 6th March 2016***

***Accountant***

* Maintaining Books of accounts till finalization (Trail Balance, Profit & Loss A/C & Balance Sheet)
* Proficient in accounting package **Focus** and **MS Office** (Word, Excel etc)
* Maintaining Petty cash, bank book and Administration work etc.
* Handling bank transaction and liasoning
* Preparing telegraph transmission (TT).
* Posting All Entries to Respective Ledgers
* Prepare invoices for customer.
* Preparing Bank Reconciliation Statement.**(BRS)**
* Attending to Customer Queries relating to Accounts payable & Receivable**.**
* Ledger Reconciliation & Prepare payment voucher & Cheques**.**
* Receiving Payment and Prepare Receipt Voucher Against Services.
* Preparation of Monthly Receivable and Payment Statement for related Parties.
* Calculation of **Gratuity & Leave Salary of employees.**
* Preparing salary of employees at the end of each month & Transfer through WPS System.
* Handling Post dates Cheque's **(PDC).**
* Posting Provisions entries and adjustment entries at the each month.
* Preparing Cash Flow Statement.
* Monthly closing of Accounts - Internal Auditing
* ***Royal Trader (Mumbai-India) January 2011 - December 2012***

***Jr. Accountant***

* In This Capacity I Was Responsible For “Book – Keeping” and Accounts.
* Manage all the day-to-day accounting functions of the company in an accurate and punctual Manner.
* Prepare Accounting Entries.
* Posting All Entries to Respective Ledgers
* Bank Reconciliation.
* Handling Petty cash, Bank book,
* Taxation.
* Handling bank transaction and liasoning
* Receiving Payment and Prepare Receipt
* ***AL Habtoor Leighton Group. (Dubai) 30th December 2007 - August 2010***

***IT Administrator - Accounts***

* Working on company developed **ERP**.
* Maintaining Petty Cash Expenses.
* Handling day to day procurement of IT material according to requirements & procedures.
* Floating inquiries with suppliers with regards to material requested by sites/Dept.
* Obtaining quotation, reviewing them, comparing quotes of various suppliers and negotiating prices.
* Issuing Purchase Orders to the suppliers.
* Conferring to vendors to obtain product or service information such as price, availability and delivery schedule.
* Verification of Invoices and Processing PO’s for payment to suppliers according to agreed payment terms.
* Preparation of IT Invoices for sites & Department.
* Preparation of Monthly IT Accounts Statements.
* Handling incoming & outgoing correspondence.
* ***Manthan Marine (India) August 2004 - January 2007***

***Account Assistant***

* Maintaining basic accounts, book Keeping
* Attending Customer queries
* Invoice entering in the system
* clerical work.
* Handling bank transaction and liasoning

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| **Educational Qualification.** |

* Passed **Bachelor of Commerce** in advance accountancy and audit Specialization from **University of Mumbai in the year 2004.**

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| **Computer Qualification.** |

* Passed Diploma inOffice Automationin October 2000.
* Passed Computerized Accounting Package(tally 5.4/6.3/7.2) in August 2004.
* PassedEnglish Computerized Typing(31 w.p.m) in August 2005.

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| **Personal Information.** |

Date of Birth : 13th December 1983

Gender : Male

Marital Status : Married

Religion : Islam

Nationality : Indian

Hobbies : Swimming, Surfing Net, Reading Books, Cricket etc.

Languages Known : English, Hindi, Marathi and Urdu.

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| **Passport Detail.** |

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| **Date of issue** | **Date of expiry** | **Place of issue** |
| 28-08-2014 | 27-08-2024 | Dubai |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_