# RESUME

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| **Name** **Seeking Position of** Email ID Visa Details | **NIZAMUDEENnizam new photo****Accountant****Nizaudeen.383234@2freemail.com** Visit Visa  |

**Profile Summary:**

* Holder of **Master Degree in Commerce& Accounts**.
* Having complete knowledge on Accounting ERP’s like **SAP Financials NetWeaver**,Administrating knowledge on **Tally ERP**&**Tally 9.2** multi user, knows **Focus Softnet**&**Oracle** (**SQL Server & DB 2000**).
* Holder of Software Engineering Diploma from Aptech Ltd (MS Office (Excel/Word), SQL Server, DB2000, Oracle)

Have national and international work experiences of more than 16 years in Oil & Gas, Manufacturing and Commercial organizations with strong background in accounts.

**Vision:**

* **PROFESSIONAL VISION:**
* To increase the shareholder value and maximize profit by improving the operational efficiencies and maximum utilization of the available resources.
* **PERSONAL VISION:**
	+ To be lifelong proactive learner.
	+ To develop better independent as well as interdependent work habits effectively and efficiently.
	+ To learn new languages for developing my communication skills.
	+ Committed to professional ethics and family.

**Educational and Professional Status:**

2000 Master of Commerce (Finance and Accounts)

Annamalai University, Tamil Nadu, India

1998Bachelor of Commerce (Finance and Accounts)

MadrasUniversity, Tamil Nadu, India

1998Higher Diploma in Software Engineering

Aptech Ltd, Tamil Nadu, India

Language Proficiency: Tamil, Englishand Hindi.

**Work Experience:**

1. Working as **Accountant** with M/s **S.K Engineering & Construction Co. Ltd., Kuwait**

 Kuwait Elevated Substation project (KOC) from **Nov 2014 to May 2018:**

 Job Responsibilities : Maintaining and supervision of all financial matters and

preparation of financial reports like Income & Expense statement,

 Reporting to Kuwait Country Finance Controller.

Handling Project Guaranty/Bond transactions with bank

Preparing

daily payment in/out vouchers, Petty cash vouchers and journal vouchers

Accounts Receivables - Prepares cash and credit sales voucher as per contract with customers

Accounts Payables – Handled 75+ vendor accounts, Validate & Approve suppliers invoice as per credit terms and contract.

Reconciling the bank accounts on daily basis on cheque clearing & avoid bouncing cheques

Asset Register maintaining, labelling assets & scrapping approvals.

Preparing Monthly Ageing analysis & actions on Account Receivables/ Account Payables & Banks (Reconciliation balances), Inventories, Fixed Asset including depreciation workings.

Payroll processing

Liaise with clients and suppliers and resolving issues.

1. Workedas **ProjectAccountant** with M/s **S.K Engineering & Construction Co. Ltd Branch**, Riyadh,Saudi Arabia. (King Abdullah Petroleum Studies & Research Center Project) from **Jan 2011 to Nov 2014.**

 Job Responsibilities : Maintaining and supervision of all financial matters and

 preparation of financial reports like Income & Expense

statement,Balance Sheet.

 Reporting to Country Finance Controller (KSA).

Handling Project Guaranty/Bond dealing with banks

Preparing daily payment in/out vouchers, Petty cash vouchers and journal vouchers

Accounts Receivables - Prepares cash and credit sales voucher as per contract with customers

Accounts Payables - Validate & Approve suppliers invoice as per credit period and contract.

Reconciling the bank accounts on daily basis on cheque clearing & avoid bouncing cheques

Asset Register maintaining, labelling assets & scrapping approvals.

Preparing Monthly MIS reports on Cash flow, Account Receivables/ Account Payables & Banks (Reconciliation balances), Inventories, Fixed Asset including depreciation workings.

Payroll processing

Liaise with clients and suppliers and resolving issues

arising during the course of Audit on timely basis.

1. Worked as **Accountant** with M/s **A.T.M FIBRE TECHS INDUSTRY L.L.C**, Umm Al Quwain,U.A.E from **March 2008 to Feb 2010**

 Job Responsibilities : Played key role in establishing the new setup of Fibre Glass

Products Manufacturing Factory with the entrepreneur

Managing company accounting, product costing and estimation at both factory and construction sites

Handling Bank accounts, reconciling, vouching Journal, Sales & Purchase transactions.

Managing Accounts Receivables and Payables, Liaising with Clients and Suppliers and Issuing payments upon Suppliers account reconciliations.

Payroll,Finalizing and MIS reporting to CEO with monthly reports.

1. Worked as **Executive Accountant** with M/s **DATCO S.P.R.L.,** Bukavu, D.R.Congo,

(Africa) from **October 2003 to January 2008**

 Job Responsibilities : Handling accounts and inventories of 5 branches and 2 sister concerns (Internet Service Provider & Money Transfers) using accounting package Tally 9

 Reporting to Group Finance Controller(Kenya).

Submitting various MIS reports to top Management with the analysis

Monitoring payments and collections of Clients, Suppliers and Reconciliations of their accounts.

Monitoring inventories and preparing reports on inventory movements

Periodic visit to branches for Accounts and Stock Audit

Scrutinizing internal audit report for Improvements and Corrective actions

Finalization of Branch accounts and Assisting Finance Controller on year end book closing

 Achievements : Developed uniform MIS reports for head office and all of its branches

 Major Contribution by initiating a uniform system of stock management and physical verification at all branches.

 Promotions : Joined as “Accountant” of Goma Branch in Oct 2003.

Promoted as “Branch Accounts Incharge” of 4 branches and sister concern of Kivu-online.com (Internet Service Provider) in Apr 2005

Promoted as “Accounts Executive” for 5 branches, also for sister Concern of Messegerie DATCO (Forex &Western Union Transfers) in Jan 2006

1. Worked as **Accountant** with **M/s Indigo Garments E.P.Z Limited**. Nairobi, Kenya from **February 2002 to September 2003.**

 Job Responsibilities : Preparing daily MIS reports to management, Handled suppliers accounts, Placing orders, Selecting suppliers and monitoring payments

Preparing monthly VATreturns and VAT exemption claims,Fixed Asset Registers and Inventory reports to Banks for goods and assets hypothecated to bank

 Reporting to : Accounts Manager

 Achievements : Implemented MIS reports by coordinated with Merchandising and Production departments

 Major contribution on developing in house ERP package for inventory management

1. Worked as **Accountant** with **M/s Fresh Selection Sweets Manufacturing L.L.C at Dubai, U.A.E** from **July 2001 to February 2002.**

Job Responsibilities : Handling accounts of Arabic specialized sweets manufacturing company.

Handled clients accounts of all leading hotels in Dubai and Sharjah.

Submitting daily reports of purchases, sales, funds and preparing monthly reports to managing director

1. Worked as **Data Processing Coordinator** with **M/s Citicorp Securities &**

 **Investment Limited (CITIGROUP)**at **Chennai, India**from **February 1998 to Feb 2001**

 Job Responsibilities : Head of Bank Cheque Printing Unit using UNIX and Oracle based software’s

 Ensures the cheque printing as per Reserve Bank of India norms and regulations

 Handled accounts of suppliers and service providers

Developing new formats of cheque and implementing new softwarein co-ordination with Xerox Inc. and Polaris Software Inc.