

**NISAMUDHEEN**

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Dubai, United Arab Emirates

cAREER OBJECTIVE

To be a successful professional in **Accounts & Audit** by joining an organization that can provide me opportunities to widen my skills to grow & expand with the organization.

Profile SummarY

* Having experience in Accounts & finance in India and Dubai as well
* Successfully completed Bachelor’s degree in commerce (B.com)
* Currently pursuing ACCA (Association of Chartered and Certified Accountants), completed 11 out of 14 Papers.
* Hold Diploma & Advanced Diploma in Accounting & Business.
* Can efficiently work in computerized accounting environment & can handle Tally, QuickBooks & MS Office Applications.
* Proficient in accounts & finance functions.
* Detail-oriented, efficient & organized professional with an extensive experience in accounting systems.
* Have the ability to quickly identify problems as well as provide appropriate solutions.
* Energetic & self-motivated with a high degree of cultural sensitivity.
* Hold valid UAE Driving license.

WORK EXPEERIENCE

* Auditor (Inventory, cash, sales) at Pure Gold Jewelers Group, JLT Dubai, October 2016 - Till date.
* Accountant, Newline Interiors LLC, Dubai, from August 2015 – September 2016.
* VAT Accountant cum Audit Assistant, KONSULTAX (Firm for total Accounting and Tax solutions), India, June 2014 to may 2015.

**JOB PROFILE:**

* Maintain appropriate internal controls, reporting systems and policies to ensure the accurate and timely reporting of information to head office.
* Review invoices for appropriate documentation, approval & prepare for encoding into the system.
* Dealing with the preparation and submission of VAT returns on a monthly basis
* Preparing and presenting the financial data in support of the internal program reviews, customer reviews, and analysis on special requests from customers
* Preparing the reports to reflect the period of performances, periodical invoices, and expenditure statements in respect of each contract
* Record financial transactions according to accounting policies and procedures
* Involved in posting to ledgers, control of petty cash, monitoring budgets, stock control, sales invoicing, cost and expenditure controls, reporting to trial balance, general ledger, supplier and bank reconciliations and other finance related tasks.
* Implementing the accounting procedures and ensure that all surrounding controls are adhered to.
* Responsible for recording all transactions within the office, accounts payable, accounts receivable, banking and payroll services for group companies.
* Verify payment vouchers, receipts vouchers and journal vouchers
* Bank Reconciliation. & all bank related works.
* Preparing month-end calculations and accruals.
* Preparing relevant total company monthly reports
* Reconcile related debit/credit accounts.
* Monitor physical count of company assets.
* Prepare regular reports analyzing financial records.
* Collect and analyse data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws & regulations.
* Compare inventories to office records or computes figures from records such as sales orders, production records or PO's to obtain current inventory.
* Investigates and reports reasons for discrepancies.
* Prepares reports such as inventory balance and shortages.
* Comply with the company Policies, Procedures and Code of Ethics.
* Consistency in applying controls over handling of cash and Monitoring
* Improve oversight of petty cash accounts by following The Board policies regarding regular reconciliation and surprise cash counts of petty cash funds.
* Oversee and inspect the sales process of the organisation by inspecting the retail stores.

EDUCATIONAL QUALIFICATION

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**Association of Chartered and Certified Accountants**, **ACCA**

* 3 More papers to be completed for the affiliation.

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**Bachelor’s Degree Commerce (B.Com**)

* Successfully completed from University of Madras , Chennai



**Diploma in Accounting and Business**

* Awarded by ACCA
* Marks secured 74%



**Advanced Diploma in Accounting and Business**

* Awarded by ACCA After the completion of professional ethics module.

tECHNICAL sKILLS

* Advanced knowledge of Accounting package Tally 7.2 & QuickBooks
* Proficient Knowledge in M.S Office (Excel, Word & Power point )
* Successfully completed the course in COMPUTER HARDWARE

personal details

DOB : 12-11-1994

Nationality : Indian

Languages : English, Hindi and Malayalam

Visa Status : Employment Visa

License : Valid **UAE** driving license.