**CURRICULAM VITAE**

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| **NADEEM** **Deira,****Dubai, U.A.E.****Email:** **nadeem.234717@2freemail.com** |  |

Objective

To be a prominent and multifaceted personality in the management of your concern, which provides me a challenging career to explore and upgrade my skills. To succeed in an environment of growth and excellence and earn a job, which provides me job Satisfaction, and self-development and help me achieve personal as well as organization goals.

Professional Experience:

Designation : Assistance Accountant.

Organization : Bilal Associates (Auditor and tax Practitioner, Mangalore)

Duration : **2 years and 3 months** (June 2015 - September 2017).

Job Description

* Financial Analysis & Reporting.
* Tax audits.
* Responsible for payroll, accounts receivable/payable ledgers, and payroll tax return.
* Responsible for the financial statements and recorded closing entries.
* Prepared Tax Returns **(VAT-value added tax)** and **GST** Returns.
* Prepared Monthly Bank Reconciliation's.
* Filed Quarterly Sales Tax Forms.
* Responsible for accounts payable and journal entries.
* Maintaining stock statement, Trading & profit/loss A/c and Balansheet
* Ensuring incoming revenues are handled in a timely manner.

Education Qualification

* **Master of Commerce** from **Mangalore University**, Mangalore (2015-2017).
* **Bachelor of Commerce** from **Mangalore University**, Mangalore (2012-2015).

Work Experience

* **Worked as a Assistant Accountant at Billal Associates, Mangalore for the duration of 2 years and 3 month (June 2015 to Sept 2017).**

Computer Training and Applications

* **Certificate In E-Office & E-Finance**
* E-Office Includes Basic Of IT, MS-Windows, Word, Excel, PowerPoint, Internet & Multimedia
* E-Finance Includes Tally.ERP 9, Busy, Peach Tree, Advanced Excel, MS-Access Objective, Practical, Financial Management

Training Program Attended

* Team building.
* Time management.
* Communication skills.
* Analytical skills.

Achivements and Extra Curricular Activities

* Won prizes in inter college competitions in football, shuttle badminton, volleyball and athletics.
* Various skill developing & HRD programme during vacations.
* Developed Sorting Technique using shift method.

Personal Skills

* Good Communication skill
* Possess good management and organizational skill
* Positive attitude and a good listener
* Good motivator, enthusiastic and open to learn new ideas

Personal Details

* Nationality : Indian
* Sex : Male
* Date Of Birth : 11 October 1993
* Marital Status : Single
* Languages : English, Hindi, Malayalam, Tamil and Kannada
* Visa Status : Visit

***Declaration:-***

I Nadeem Ahmed hereby declare that above information is correct to the best of my knowledge and belief.