#  NIJAM

**E-Mail** **Id:** nijam-394635@2freemail.com

**MOTIVE:**

To purse career in Accounts and Finance with potential to rise to the highest echelon of Business Management.

#  WORK EXPERIENCE

* **(IT, Security & Telephony Solution Provider)**
* **May 2017 to June 2019.**

**Major Responsibilities as an Assistant Accountant:**

* Preparing Invoices and Receipts.
* Preparing Credit Notes and Vouchers.
* Preparing & Sending Statement of Accounts to Client.
* Managing Petty Cash Transactions.
* Managing Document Controller.
* Preparing VAT report for as per UAE FTA Rules.
* Maintain Day to Day Books of Accounts in Quick Book (Accounting Software).
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
* Maintain Journal Entry Sale, Purchase & Exp Invoice.
* Calculation of Monthly Sales Tax/Vat, Services Tax & TDS Filling Return.
* **Chennai, Tamil Nadu, India.**
* **July 2015 to Jan 2017.**
* **(Part Time as an Accountant) May 2013 to Apr 2015.**

**Major Responsibilities as an Accountant:**

* Management of Accounts & co-ordination with financial institutions for the management of funds.
* Verification of all vouchers, Posting in software & Reporting from software.
* Funds flow statement on Excel and ledgers posting in software.
* Control over Payments &Reconciliation of Vendors, Banks & others.
* Withholding tax Services & Salaries Payments, E-filing on monthly basis.
* Working with spreadsheets, sales and purchase ledgers and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Managing petty cash transactions.
* Controlling credit and chasing debt.

#  ACADEMIC QULIFICATION

* **Master Of Commerce [MCOM] (2013-2015)** University : Bharathidasan University, Trichy-24 Score : 65%
* **Bachelor of Business Administration [BBA] (2010-2013)** University : Bharathidasan University, Trichy-24

Score : 68%

* **Higher secondary Certificate[HSC](2008-2010)** Institution : Khadir Mohideen Boys Hr Sec School Score : 71%

#  PROFESSIONAL SKILLS

Operating system: Knowledge of Tally 9, Windows 7, Quick Book, Knowledge of MS-office (All packages), Dream Weaver (HTML), Knowledge of Sales Tax, TDS, Excise, Service Tax.

#  PERSONAL INFORMATION

Date of Birth : 15.06.1993

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi, Malayalam and Tamil

Visa Status : Visit Visa until 25-Dec-2019.

* ***DECLARATION:***
* I do hereby that declare the above-furnished information is true, correct and complete to that of my Knowledge and belief.

# Your’s Truthfully, NIJAM