



+971542232031

ameenmhd23@gmail.com

<http://linkedin.com/in/al-ameen-nazeer-98383a203>

PASSPORT & VISA DETAILS

Passport No: V2734484

Expiry Date: 13/09/2031

Visa Status : Residence

DRIVING LICENSE DETAILS

UAE Driving License

Issue Date: 20/06/2023

Expiry Date: 19/06/2025

COMPUTER PROFICIENCY

Microsoft Office Suite :

Word, Excel, Powerpoint

Tally

SKILLS

- Cash Flow Management
- Book Keeping
- Financial Reporting
- Analytical Skills
- Advanced Excel Skills
- Generating Financial Statements

AL AMEEN NAZEER

Junior Accountant

PROFESSIONAL SUMMARY

Diligent Junior Accountant with experience supporting monthly financial statement preparation and meticulous journal entry management. Proficient in generating comprehensive weekly cash flow reports using Tally and Excel, contributing to informed financial decision-making. Adept at maintaining accuracy in financial records and ensuring compliance with accounting standards.

WORK EXPERIENCE

Radiant Electicals - Trivandrum, Kerala

2019 - 2023

Junior Accountant

- Assisted in the preparation of monthly **financial statements**, ensuring accuracy and compliance with accounting standards.
- Compiled and generated a weekly **cash flow report** detailing inflows, outflows, and future projections, providing valuable insights into the company's financial liquidity.
- Prepared journal entries and meticulously entered them into the accounting system using **Tally** and **MS Excel**, maintaining precise and up-to-date financial records.
- Collaborated with the accounting team to reconcile accounts, identify discrepancies, and support month-end closing procedures.
- Assisted in various financial analyses and contributed to **budgeting** and **forecasting activities**, aiding in informed decision-making processes.
- Played a key role in ensuring adherence to regulatory requirements and internal controls, contributing to the overall financial integrity of the organization.

EDUCATION

- Bachelor of Commerce (Kerala University) - AJ College of Science & Technology
2016 - 2019

LANGUAGE

- English
- Malayalam
- Tamil