

# Noufal Nazarudheen

Accounting Professional

United Arab Emirates

E Mail ID: noufalns46@gmail.com

Contact Number UAE: +971 557299043

WhatsApp Number: +971567906238



## PROFESSIONAL SUMMARY

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## PROFESSIONAL SKILL

- Over 9 years of experience working in Accounting Assistant field
- Competent at processing various types of accounts payable transactions using preset ERP Software's
- Hands on experience in ensuring accurate general ledger posting and responding to vendor queries
- Known for acting as back up to all accounting unit functions.
- Working knowledge of Microsoft Office applications.

## SPECIAL SKILLS

- Proficient in excel spreadsheets and popular accounting software (Microsoft AX 2012 & E- promise)
- Team oriented with high attention to detail.
- Ability to deal effectively with month end closing deadlines.
- Detail oriented.
- Exceptional organizations skills.

## KEY ACCOMPLISHMENT

- Reorganized accounting procedures by transiting a manual system into computerized environment.
- Served as Accounts Payable backup.
- Performed advanced bookkeeping and administrative duties.

## ACADEMIC QUALIFICATION

Higher Secondary (Commerce) – HSE Kerala – Gov. of Kerala – 2007 - 2009

Bachelor of Commerce Specialized in Finance Subjects University of Kerala 2009 – 2012 (Course Completed)

Diploma in Indian and Foreign Accounting- Technical Education Department, Govt. of Kerala

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## WORK EXPERIENCE

### AI ARIF CONTRACTING CO LLC / Dubai – UAE

Accounts Assistant (From Mar 2014 to 31 Dec 2023)

- Review expense reports and cash advances.
- Prepare monthly account reconciliation analysis.
- Manage electronic funds transfer.
- Post and maintain accounting documents in the database.
- Validate invoice against items or services received
- Ensure invoice payments.
- Compiled data and prepare a variety of reports.
- Retrieved records/documents as per requested
- Ensured proper document control support is given.
- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Inform management and compile reports/summaries on activity areas.
- Function in accordance with established standards, procedures and applicable laws.
- Constantly update job knowledge.

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## PERSONAL DETAILS

• NATIONALITY	: INDIAN
• DATE OF BIRTH	: 06 <sup>th</sup> Aug 1991
• MARRIAGE STATUS	: MARRIED
• LANGUAGES KNOWS	: ENGLISH, HINDI AND MALAYALAM
• PASSPORT No	: W 9765805
• VISA STATUS	: Visit Visa

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## PERSONAL DECLARATION

I hereby declare that all the above given information's are true to the best of my knowledge. If given opportunity, I will give the best to achieve the objective of the organization.

Reference: Available upon request.