

NAZEER AHAMED



Contact

@ Samednazeerahamed@gmail.com

63694 01851

Personal Details

Date of Birth : 26/12/1987

Nationality : Indian

Gender : Male

Skills

T-MATS Accounting 80%  
Software,Ms.Office,

Languages

Tamil,English, Arabic

PROFILE

Enthusiastic a career-oriented and talented man with one year of professional experience. Looking I look forward to taking up the responsibilities to enhance my knowledge and skill in a reputed firm.To work hard for the opportunity and responsibility assigned to be loyal to the organization.

EXPERIENCE

**Al Odhaib CAR Maintenance company RIYADH** 2015 - 2017  
Assistant Accountant and Inventory Management  
Laising with supplier and managing the payment on time.

Negotiating the terms of business deals and move with clients and associated organizations.

Keeping account books and system up to date.

Coordinating with PRO in applying and renewing the visa,work permit of the employees on time.

**Al Rutbah Aulia Auto Spare Parts SHARJAH.** 2018 - 2020  
Assistant Accountant, Cashier and Inventory Management.  
Administering payrolls and controlling income and expenditure.

Maintaining and reconciling balance sheet and general ledger accounts.

Familiar with preparation of petty case voucher and maintaining a petty case book preparing stock report and its verification with managements.

Management accounts of the parties.

Responsible for management of invoices and follow up on the outstanding payment.

Maintaining and updating financial records of the company.

**WJ Company (Loas)** 2022 - 2024  
Customer service in online

EDUCATION

**Bharathidasan University in JAMAL MOHAMED College** 2006- 2009  
Bachelor's degree in B.Com (Commerce)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge