

Mahammad Nizamuddeen Accountant

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📍 Abu Dhabi



Profile

Highly skilled and detail-oriented Accountant with over 3 years of experience in financial management, accounting, and reporting. Proficient in handling a variety of accounting functions, including accounts payable, accounts receivable, general ledger management, and financial reconciliation. Strong analytical skills with a proven track record of ensuring accuracy and compliance with accounting standards and regulations. Proactive problem-solver with a focus on process improvement and cost reduction. Committed to maintaining the highest level of integrity, professionalism, and confidentiality in all financial transactions. Ready to contribute my expertise and dedication to a dynamic accounting team.

Professional Experience

Accountant Intern

September 2021 – January 2022 | Puttur, India

Naufal M & Company

- Maintain accurate financial records, including accounts payable, accounts receivable, general ledger entries, and payroll transactions. Ensure all financial data is recorded in compliance with company policies and accounting standards.
- Perform regular bank reconciliations to ensure accuracy in cash flow and resolve discrepancies. Reconcile general ledger accounts, sub-ledgers, and balance sheets.
- Assist in the preparation of annual budgets and periodic forecasts. Monitor budget performance, analyze variances, and provide recommendations for improvement.
- Assist with internal and external audits, providing necessary documentation and explanations as required. Ensure compliance with audit requirements and address audit findings.

Accountant

February 2022 – January 2024 | Bangalore, India

Taxcellent India Private Limited

- Maintain accurate financial records for accounts payable, accounts receivable, and general ledger entries.
- Prepare and file statutory tax returns, including Goods and Services Tax (GST), Income Tax, and other regulatory submissions.
- Ensure compliance with Indian tax laws and assist with the preparation of supporting documentation for tax audits.
- Manage accounts payable, including processing invoices, vendor payments, and maintaining payment schedules.
- Prepare monthly and quarterly financial reports for management review.
- Provide insights and analysis on financial performance to support strategic decision-making.

Education

Bachelor Of Commerce

2018 – 2021 | Puttur, India

Vidya Rashmi First Grade College

Pre- University

2016 – 2018 | Puttur, India

Pragathi Pre- University College

S.S.L.C

2015 – 2016 | Puttur, India

St. Philomena Aided High School

Skills

Financial Reporting • Budget Management • Accounting and Financial Analysis • Accounts Payable and Receivable • Reconciliation • Compliance and Regulation • Audit Support • Cross-Functional Collaboration

Languages

English	Hindi
Malayalam	Kannada
Tamil	

Certificates

Karnataka Computer Academy
Higher Diploma In Computer Application

Personal Information

DOB : 18/02/2001
Passport No : S4311113
Visa Status : Visit Visa
Marital Status : Single
Passport Expiry : 25/06/2028

Declaration

I Hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

MAHAMMAD NIZAMUDDEEN