

NIZAMUDHEEN M
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OBJECTIVE

To succeed in an environment of growth, excellence and earn a job which provides me jobsatisfaction, self-development and help me achieve personal as well as organization goals.

EDUCATIONAL QUALIFICATION

SSLC| Jama-Ath-higher secondary school Chithari, Kerala (2009)

HSE-COMMERCE| Govt. H.S.S, BEKAL, KASARGOD KERALA (2011)

B.COM (FINANCE)| Meridian college Mangalore, Karnataka (2014 to2016)

DIPLOMA IN AUTOCADD| PRACTICAL ENGINEERING (PE+CADD) (2018)

COMPUTER PROFICIENCY

ACCOUNTING SOFTWARES (PEACH TREE-2011, TALLY ERP-2009, QUICK BOOK) (2019)

MS OFFICE, MS EXCELL, INTERNET AND BASIC COMPUTER HARDWARE

SAP ERP

WORK HISTORY

➤ ACCOUNTS EXECUTIVE

NESTO HYPERMARKET LLC, DUBAI, UAE (2020-PRESENT)

- Collate all the local GRN, PO and other supporting documentation from procurement and match with suppliers purchase invoices
- Process invoices in SAP E R P, matching GRN quantities and PO values
- Calculating cost of production, overhead consumption and finalize GP and sales
- Conducting monthly physical stock checking and preparing inventory and accounting reconciliation statements
- Clearance of GR/IR for all suppliers
- Preparing cheques generating periodic statement of accounts for debtors and creditors
- Reconciles vendor statement and arranging invoices for payment
- Preparing tax credit note
- Accounts payable and receivables, bank reconciliation
- Scanning the daily invoices and kept in a separate folder

SKILLS

- Good organizational skills, time management.
- Positive attitude and Boundless Energy.
- Good communication skills, Quick learner and work well in team.
- Proficient in using Microsoft Office tools.
- Hardworking, Self-believed and respect others.
- Confidence, Sincerity & loyalty.

COMPETENCIES

- Good team player
- Fast Learner
- Honest and Sincere
- Hard worker
- Trust worthy

PERSONAL INFORMATION

Birthday : March 09, 1994
Gender : Male
Nationality : India
Religion : Islam
Status : Single
Language : English, Hindi, Arabic, Malayalam
Visa Status : Canceled Visa

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

Date:

Place: Kasaragod

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