

MOHAMMED NABEEL

Accountant & Data Entry Clerk

✉ nabeellz@yahoo.com ☎ +971529782866 📍 Abudhabi, UAE 📅 01/11/2000 🇮🇳 Indian 🚗 Yes

♂ Male

SUMMARY

Detail-oriented and reliable Accountant and Data Entry Clerk with over 4 years of hands on experience in accounting and UAE tax compliance. Proficient in Microsoft Excel and Office Suite, with excellent communication and organizational skills. Currently pursuing a professional certification in Cost Accounting to enhance technical expertise. Fluent in English, quick to learn new systems, and committed to delivering accurate financial data and reporting.

WORK EXPERIENCE

ACCOUNTING CLERK, ALPHA STATIONERY

10/2019 – Present

Abu Dhabi

- Spearheaded cash handling and reconciliation processes, ensuring utmost accuracy in financial reporting.
- Managed daily financial transactions, including invoicing, ledger updates, and reconciliation.
- Handled VAT calculations, returns, and compliance under UAE regulations.
- Entered high volumes of financial data accurately using Microsoft Excel and accounting software.
- Assisted with preparing monthly financial reports and supporting external audits.
- Communicated with vendors and clients regarding payments and tax-related documentation.
- Ensured data integrity and confidentiality in all accounting records.

EDUCATION

CMA, Cost and Management Accountant,
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

01/2023 – Present

Kolkata, India

Certified Accounting Technician, THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

01/2021 – 12/2022

Kolkata, India

Higher Secondary in Computer Commerce,
SREE NARYANA VILASAM HIGHER SECONDARY SCHOOL

01/2016 – 06/2018

Kerala, India

SKILLS

- Microsoft Excel & Other Softwares
- Account reconciliation
- Tax management and compliance
- Communication & Team Collaboration
- Data Entry & Record Keeping
- Invoicing and billing
- Day book management
- Financial Reporting

LANGUAGES

- English
- Malayalam