



Muhammed Nihad

Accountant

Accountant with 4 years of experience maintaining proper day to day account books as per company policy and complying with all the accounting principles and values. Possess a Bachelors in Commerce and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as an Accountant.

CONTACT



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PERSONAL INFO

Passport Number - R0393440
Passport Expiry - 15 Aug 2027
Date of Birth - 21 Jan 1996

PROFESSIONAL EXPERIENCE

General Accountant

Coral Laboratories & Chemicals Tr. LLC, Al Qusais, Dubai

Aug 2018 – Sep 2022

- Day to day book keeping
- Maintain Up to Date Purchase & Sales Invoice to the System
- Maintain Daily Petty Cash and dealing with big amount on daily basis
- Preparing Cheque for suppliers
- Prepare quarterly Vat Reports for Vat filing
- Assisting in stock management of the company
- Attending Enquiries from new Customers regarding the products
- Daily follow up with customers for pending payments
- Assisting in administrative duties
- Attending Calls from customers and clients
- Assisting auditors in preparing Profit and Loss A/C & Balance Sheet
- Monthly bill payment of utilities such as DEWA & Phone bills

EDUCATION

Bachelor Of Commerce (Computer Application)

Kannur University, Kerala, India
Graduated

May 2016

CERTIFICATION

Professional Diploma In Foreign Accounting

G.Tech Institution, Kerala, India

Nov 2017

LANGUAGES

- English - Fluent
- Hindi - Spoken only
- Malayalam - Native

KEY SKILLS

- Microsoft Office
- Tally ERP.9
- Tally Prime
- Computer Knowledge

ADDITIONAL SKILLS

- Fast Learner
- Typing speed of 70 WPM
- Problem solving
- Team leadership