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Dubai, UAE



Indian



UAE Driving License



NISHAD ABDUL HAMEED

Objective

A highly motivated and hard-working Accountant with 5 years of experience, seeking to obtain a challenging role that allows for professional growth and opportunity, where I can utilize my analytical skills and attention to detail to the maximum in a challenging work environment.

Core Skills

- Experience in Accounts Receivable, Invoicing, (Credit Card/Cash/Cheque/Bank Transfer) Receipts and Debt Collection
- Monitor the cash inflow & outflow
- Analyze the financial requirements of clients
- Ability to develop effective client relationship

Education



Master's Degree

- (Business Administration in Finance)
- Annamalai University
- Oct 2015



Bachelor's Degree

- Bachelor of Commerce
- Kannur University – Kerala, India
- Dec. 2011

Work Experience in UAE

Accounts Receivable

Policy amount Collection (Ofoq Al Majed Motor Insurance Broker LLC)

(Feb 2023 to present)

Invoicing: Generating and sending Policies to clients for premium and Coverage.

Collection : Contacting Clients to remind them of overdue payment and facilitating the collection process by sending reminders, making phone calls and mail drafting.

Record keeping : Maintaining accurate and up to date records of all financial transactions including invoices, payments received, and outstanding balances.



Accountant

Invoicing and Revenue (Saudi Diesel Equipment Co. LLC) Sharjah - UAE

Dec 2020 – Dec 2022 (Full-Time Job)

- Preparing and processing customers' Tax Invoices, Miscellaneous Invoices, Credit Notes, Scrap, and Payment Receipts in the ERP system and performing month-end closing
- Collaborating with customers for outstanding receivables and resolving queries
- Handling 80+ customers for issuing invoices and payment follow-up
- Issuing Cash, Credit, and Cheque receipts in the ERP system
- Ensuring the remittance, payments, and invoices are correctly accounted in the ERP systems
- Reconciling bank statements.
- Compile data and prepare monthly reports and statements of account.

Skills

Financial Skills

- ♦ FactSet Trading Solutions
- ♦ Computerized Accounts Certificate.
- ♦ Financial Report , Ageing report

Computer Skills

- ♦ Content Editing: Microsoft Office Suite (Word, Excel and PowerPoint) , Microsoft 365 , Email Drafting.
- ♦ ERP system: Tally , Quick Book
- ♦ Advance Excel : Pivot Table , X -lookup , V-lookup, Sumif Formula , Power Query Table
- ♦ Ability to work with several operating systems, including Windows and MacOS

Additional Skills

- ♦ Driving: UAE Driving License (Light Vehicle)

Soft Skills

- ♦ Ability to work under pressure
- ♦ Ability to work independently or as part of a team
- ♦ Attention to detail

Language Skills

- ♦ English ,
- ♦ Arabic (basic) , Hindi, Malayalam



Accountant

Accounts & Admin (Sheik Faisal Bin Obeid Al Maktoum Legal Firm LLC) Dubai - UAE

Oct 2018 to Nov 2019 (Full time Job)

Handling Secure and confidential bookkeeping
Prepare Tax invoice & Follow up payments.

Collect PDC & CDC

Prepare WPS & salary payroll.

VAT Return Filing.



Asst. Accountant & Training

Finance Department (Western India Plywoods LTD) kerala . India

Aug 2016 to Sep 2018

Prepare Tax invoices , Process Payment and follow up collections.

Prepare Bank reconciliation , cashflow statement in Monthly basis

Handling day to day function relating to accounts & banks

Assisting finance manager for preparing financial reports.

Declaration:

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

Place : Dubai

Nishad Abdul Hameed