



# SHAH MUJTHAHID NIZAMI

## ACCOUNTANT

+971 50 387 8620

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Dubai, Dubai

### ABOUT ME

To be a part of the Dynamic organization, organization in which I can contribute my skills to achieve the organizational objectives with the attribute of time, quality and productivity this provides a high quality of work life through challenging opportunities, meaningful care, growth and professional development

### Career Profile

Accountants & Finance

A functional professional with nearly 03 years of worthy experience as Assistant Accountant and Data in order to Effectively carryout function's relating to Accounts Payable, Accounts Receivable

### EXPERIENCE

**2023- Current     Accountant**  
**AW Bin Shabib Investment LLC – Al Qusais, U.A.E**  
**Dubai, Dubai**  
**United Arab Emirates**

- Accounts Payable & Accounts Receivable Invoice postings
- Vendor & customer statement reconciliation
- Bank Reconciliation System
- Intercompany Reconciliation
- Responsible in processing Local supplier payments.
- Address queries and complaints on accounts related activities in timely manner.
- Detect internal control deficiencies and recommend necessary corrective measures.
- Develop accounting reports including results, conclusions and recommendations.
- Supporting team during Audit procedure
- Coordinating with sales & procurement team.
- Handling petty cash
- Coordinating with Procurement and logistic team for payment queries.

### SKILLS:

- iTrade ERP
- Facts ERP
- Tally ERP9
- Advanced Excel
- General basics of Computer hardware & software
- MS Office Suite
- Good Communication Skills
- Multitasking Ability& Problem Solving

### Education

**B.COM**  
**Bangalore University 2017-20**

**PUC (Pre-University Course)**  
**Dept. of Pre-University**  
**Education 2014-2017**

**Secondary School Leaving**  
**Certificate**  
**Karnataka Secondary**  
**Education Examination Board**  
**2014**

## **Personal Information:**

Birthday: 18/09/1998  
Marital Status: Single  
Gender: Male  
Father's Name: Sha Abdul Aziz  
Nationality: Indian  
Passport: U4102212  
Address: Dubai  
[linkedin.com/in/shahmujthahid](https://www.linkedin.com/in/shahmujthahid)

## **Languages:**

English  
Hindi  
Kannada  
Urdu

**2020- 2022**

**Accountant**  
**SK & CO. AUDITORS & TAX CONSULTANCY**  
**Bangalore Rural, Karnataka**

- Reconciling of invoices and identifying discrepancies.
- Processing of transactions issuing checks and updating ledgers.
- Maintaining of spreadsheets for monitoring and analyzing accounting data
- Ensuring that accounts are accurately Monitored and recorded.
- Preparing of Financial Reports such as balance sheet, profit & loss accounts
- Performing office tasks such as Filing, Data Entry, Answering calls,
- Processing mails Etc.
- Providing clerical and administrative support to the accounting department
- Issue of invoice to customers and external parties when needed.
- Create and update Expense reports.
- Enter financial transactions in to internal database
- Maintaining of digital and physical financial records.
- Handled monthly Journal Entries, Accounts & Ledgers

## **DECLARATION**

I **SHAH MUJTHAHID NIZAMI**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.