

MOHAMED SULTHAN NAZEER.U



Contact

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SKILLS

- Data Entry
- Tally prime
- Payroll processing
- Month-end documentation
- Microsoft Excel
- Accounts payable
- Payment processing
- Store finance management
- Stock management
- Store opening and closing procedures
- Quick learner
- Technical skills

Personal Data

Nationality: Indian
Date of Birth: 11/07/1996
Religion: Muslim
Marital status: Unmarried

Professional Summary

Capable Accounting Assistant skilled in data collection and analysis with meticulous eye for detail. Actively pursuing Accountant Assistant role to apply 3years of accounting prowess.

Experience

Accountant Assistant

RK MOTERS AUTO SHOWROOM | Ramanathapuram, India | Oct 2021 - Jul 2023

- Working with spreadsheets, sales and purchase ledgers and journals.
- Invoice processing and filling
- Bank Reconciliation
- Preparing statutory accounts
- Recording and filing cash transactions
- Controlling credit and chasing debt
- Updating and maintaining procedural documentation
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms
- Prepare bank deposits.
- Enter financial transactions into internal databases Check spreadsheets for accuracy.
- Maintain digital and physical financial records.
- Issue invoices to customers and external partners, as needed.
- Review and file payroll documents
- Participate in quarterly and annual audits.

Helpdesk Executive

The Zigma Technologies India Pvt Ltd | Chennai, India | Oct 2019 - Jul 2021

- Provide first level contact and convey resolutions to customer

Passport Details

Passport No: T2167637

Date of Expiry: 27/08/2029

Place of Issue: Madurai

Languages

English, Tamil : First

Language

issues.

- Properly escalate unresolved queries to the next level of support.
- Walk customers through problem solving process.
- Update customer data and produce activity reports.
- Walk customers through problem solving process.
- Follow up with customers, provide feedback and see problems through to resolution.
- Manage user accounts and permissions in Active Directory.
- Monitor and maintain network infrastructure, including switches, routers, and firewalls.
- Perform regular backups and disaster recovery procedures.
- Conduct security audits and implement security measures to protect against cyber threats.

Storekeeper

Zepto (Part Time) Chennai, India | May 2018 -Aug

2019

- Receiving of Inward material.
- Maintaining of Stock in FEFO method.
- Sending Consumption report management.
- Supervise inmate workers in the prisoner store.
- Unpack, inventory, and stock items in their proper locations within the storeroom or maintenance facility.
- Reordered raw materials from several different vendors, performed daily analysis reports on all inventory raw and finished goods.
- Check outgoing orders for accuracy.
- Complete prisoner evaluations and disciplinary reports.

Education

- **Master of Business Administration** (2019) Complete from DOTE TAMILNADU WITH AN AGGREGATE OF 57%
- **Bachelor of Commerce (Computer Application)** 2017 complete from DOTE TAMILNADU.WITH AN AGGREGATE OF 50%

Declaration

I hereby declare that above endorsed details are true to the best of my knowledge.