



*Abu Dhabi, UAE*

*Employment Visa*

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**NAZLAAN AHAMED**

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 **CMA-Sri Lanka**

**K ELAHI**

 A dynamic, qualified accounting professional and detail-oriented Finance Executive, highly regarded for financial accounting, financial analysis, credit analysis and overall financial operations. Professional competencies gained through numerous work-related efforts, i.e., assessing financial, credit and market data, suggesting financial plans and course of actions, excellent client relationship and preparing reports on financial status. Strong administrative and qualified professional with a proven track record of business analysis and exceeding expectations, encompassing strong interpersonal skills with **more than 6 years of experience.**

CORE COMPETENCIES

* Financial Accounting
* Customer Management
* Reporting
* Accounts Receivable
* Cash flow Management
* Microsoft Excel
* Team Work
* Quick & Self Learning
* System Improvement
* Process Improvement
* Management Accounting
* ERP Systems

# S E L E C T E D H I G H L I G H T S

* Received grade promotions within the 6 years of professional career.
* Assisted to improve the quality and the standard of work.
* Advocated a more systematic reporting framework that reduces periodic reporting days.
* Assisted to build a sense of team work among the staff and achieved the increase in quality of work and reduced task time.
* Initiated and assisted to succeed projects align with Corporate Accounts.

P R O F E S S I O N A L E X P E R I E N C E

####  Adeeb Group (Sultan Bin Rashed)

####  Accountant- Reporting to Finance Manager.

#### Handling the Payable team for the supplier Invoice verification & Supplier reconciliation payment schedule as per AP Aging.

#### Preparing & providing the Projects reports Daily, Weekly & Monthly upon the Finance Manager’s request.

#### Preparing Prepayment & Asset Schedule for write off & Depreciation monthly Basis.

#### Ensure Daily Bank Position and Monthly Bank Reconciliation.

#### Do the Monthly Closing the Accounts to Prepare P&L and Balance Sheet.

#### Preparing the VAT Filling Quarterly and Assisting for the Audit Report.

***Abu Dhabi, UAE***

***Mar’ 2022-Present***

## Grand Gourmet Investments LLC (TIME HOTELS)

### Finance Executive | Payable Executive

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***Dubai, UAE***

***Jan’ 2019-Feb’ 2020***

Reported to the Financial Controller – Direct liaison with the finance department and treasury. Facilitated preparation

and finalization of monthly and quarterly Accounts and reports to monitor the performance of the Business unit. Conducted financial analysis of potential clients on financial backgrounds and provision of recommendation on financial feasibility of individual clients and companies.

* Receiving the Invoices and Verifying to the Systems as per the Goods Receiving Note (GRN).
* Preparing the Bank Reconciliation for the Month end Closing.
* Handling the Petty Cash Expenses for three Properties, Posting the Expense Reports after the approval of Financial Controller.
* Maintaining the Daily Credit Card Reconciliation for Three Properties and Posting the Month end Revenue, Credit Card Sales and Daily Cash Collection.
* Maintaining the Cheque Register for three Bank Accounts, and Process the Payment as per AP Aging.
* Preparing the Telegraphic Transfer (TT) and Submit to Bank as per AP Aging.
* Maintaining the Month End Inventory by Physically and Systematically.
* Preparing the Daily Bank Status for Three Property.
* Maintaining the Cash Flow Daily Basis for Five Restaurant.
* Assisting to Filing the Vat Quarterly, Payroll Preparation, P&L and Balance Sheet Preparation.

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## Carrefour Hypermarket.

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## (Majid AL Futtaim)

### Assistant Payable Accountant

#### Doha, Qatar Jan’ 2017 – Mar’ 2018

Reported to the AP Supervisor. Handled maintenance of accurate financial records and preparation of clear and accurate reports for informational, auditing and operational use. Liaison with internal and external parties to ensure smooth operation of the department.

* Receive and verify invoices and requisitions for goods and services.
* Perform supplier reconciliation on a quarterly basis for major suppliers (as per policy).
* Handled and earned knowledge in general ledger, trade payables and receivable, Bank Reconciliation and petty cash maintenance.
* Control and book FOC, Internal Sales and home delivery provisions and follow up the pending invoices.
* Co-ordinate with the Commercial Departments and provide the analytical information as and when required.
* Control the serial # for all the books (Receiving voucher, return voucher, IS HHH Invoice etc.)
* Handling the import related (GRN, landing cost invoices etc.) from entry to the payment.
* Supported outstanding creation and maintenance of Chart of Accounts.
* Check the interface journal and capture manually the rejected entries.
* Assisted internal audit of annual Accounts.


## PROFESSIONAL QUALIFICATIONS

 Institute of Certified Management Accountant **(CMA - SL) - ACMA**

## ACADEMIC QUALIFICATIONS

General Certificate of Education – Advanced Level (Commerce & Accounts) General Certificate of education – Ordinary level

Qualified with Merit Passes

**EXTRA CURRICULAR ACTIVITIES**

* Member of School Prefect Board.
* Played Volleyball Divisional and District Levels
* Played cricket for a club.
* Member of a welfare association in town.

Ability to work independently and in team as appropriate.

Use of sound communication skills with diverse interests in levels of authority.

Strong analytical and presentation skills.

Ability to work under pressure and work towards target achievements.

Excellent coordination and liaison capabilities

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**EXTRA SKILLS & ABILITIES**

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**LANGUAGE PROFICIENCY**

* Ability to read, write and speak English, Sinhala and Tamil fluently
* Improved communication and presentation skills via the meetings with the management and college time presentations

**TECHNICAL SKILLS**

* Microsoft Office
* QuickBooks Premier
* Oracle
* ERP System

**HONORS & AWARDS PROFESSIONAL DEVELOPMENT**

* Certificate of Nomination for the batch top in MS Office. • Diploma in Computerized Accounting.
* Promotions within a short period • Diploma in MS Office.

# N O N - R E L AT E D R E F E R E E S

* + Available on Request

I hereby certify that, the above particulars furnished by me are correct and complete to the best of my knowledge & belief.

……………………………… Nazlaan Ahamed.