



NIZAMUDDIN P



+971 54 562 3217



nizamudinparayil@gmail.com



Mubarak Building
Deira , Dubai - UAE

PROFILE

Dependable, experienced and focused accounting professional. Strong interpersonal communication and leadership skills. Ability to work under tight deadlines.

WORK EXPERIENCE

Accountant at LK Home Style,
Malappuram

2019 - 2023

- Accounting activities up to finalization of accounts. Improved
- communication skills by handling numerous clients.
- Drafting monthly financial statements.
- Tallying all monthly invoices.
- Gained Tally ERP.9 skills in depth.
- Gained ability to use systems productively. Collaborated
- working experience in an organized team.
- Assisting senior accounting team members.

MY SKILLS

Time management



Hard working



IT Skills



Personal responsibility



Account Analysis



Communication



EDUCATION HISTORY

Master of Business
Administration - HRM

2022

Bharathiar university, Coimbatore

Bachelor of Commerce-
Co-operation

2017

Guide College
University of Calicut

Higher secondary
education - commerce

2013

PKMMHSS Edarikode
Kerala state board

SSLC

2011

PMSAVHSS Chappangadi
Kerala state board

EXPERIENCE AS AN ACCOUNTANT

- Managed 500+ bills every week
- Practice in both manual and computerized accounting.
- Accounting activities up to finalization of accounts.
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc
- Maintenance of various accounting registers for Purchases and Sales.
- Preparation of Income & Expenditure Statements.
- Preparation of bank reconciliation statements.
- Stock management & stock clearance.
- Credit control & Collection of payments.
- Net Banking.
- Prepare Payroll.

COMPUTER KNOWLEDGE

- Certified professional in indian & foreign accounting (ACPIFA) from IPA Kerala (2016).
- Specialized in tally ERP 9.0, peachtree accounting software.
- Specialized in MS Office- Microsoft Excel global certificate holder (2016).
- Specialized in Quick Books accounting Software (2016).
- Knowledge in computer fundamentals, Windows XP, Windows 7

PERSONAL DETAILS

NATIONALITY	INDIAN
DATE OF BIRTH	06/02/1995
GENDER	MALE
PASSPORT NUMBER	T2611989
LANGUAGES	ENGLISH, MALAYALAM, HINDI

I hereby declare that all the particulars stated above are true and complete, to the best of my knowledge .