

PERSONAL INFORMATION



NISAMUDEEN M

📍 DUBAI, UAE., DUBAI, UAE.

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✉ nisam4074@gmail.com

Birth Date: 16-08-1994

Nationality: INDIAN.

EMPLOYMENT POSITION

ACCOUNTANT, ASSISTANT INTERNAL AUDITOR AND MANAGING.

PROFILE

- Performs a variety of **professional** level **accounting** duties involved in preparing.
- Maintaining.
- Analyzing.
- Verifying.
- Reconciling complex financial transactions, statements, records, and reports.
- Maintains the accuracy of the ledgers and subsidiary financial systems.
- Highly-motivated.
- Deadline-committed.
- Goal-driven accountant and auditor with over 5 years of experience.
- Proven track record of excellence.
- Some of my core **skills** include regulatory compliance, budgeting and forecasting.
- Supervised internal and external audit.

EDUCATION

2014 August - 2016 August

MBA (FINANCE AND MARKETING).
CALICUT UNIVERSITY., KUTTIPPURAM.

I have done successfully my professional graduation of Master of business administration in finance and marketing from MES College of engineering, Kuttippuram under Calicut university (2014-2016).

2011 June - 2013 August

B.COM WITH COMPUTER APPLICATION.
BHARATHIAR UNIVERSITY., THRITHALA.

I have done successfully my graduation of B.com with CA from Royal college of management and technology under Bharathiar University (2011-2013).

EMPLOYMENT HISTORY

2016 September - 2019 June

OPERATION MANAGER.
EMKE GROUP OF COMPNAY., THRISSURE.

I had been working at EMKE group of company for 3 years with successful managing and continuous growth and expansion of company.

2019 November - 2021 April

ACCOUNTANT, INTERNAL AUDITING AND MANAGING OF COMPANY OPERATIONS.
AL NAHDI EXCHANGE., DUBAI, UAE.

- Ensuring the accuracy of financial documents.

- Preparing and maintaining important financial reports.
- Posting double entries.
- Dealing with customer.
- Dealing with exchanges.
- All Currency calculations and posting to the system.
- Purchase and sale of fixed currencies.
- Purchase and sale of Unfix currencies.
- Doing day to day reconciliation.
- Making the payment messages for all the customer.
- Entering all the receipts and payments.
- Handling all the financial departments and doing all the works pertaining to the company.
- Posting all deals of the currencies in to the system.

SKILLS

Good communication skills.



Competent to work independent on assigned task.



Capable of working under pressure and or deadlines.



Hardworking person who is eager to learn.



Accept directions easily and willing to invest time and effort to complete a certain responsibility.



Relationship Building.



Ability to work in fast paced environment, strong work ethic. Problem solving skills.



Opportunity Identification.



COURSES

2010 April - 2010 June

Secured 8th Rank in CA CPT.
CA Academy.

2015 May - 2015 May

Secured 2nd in HR Management event.
Nehru School of Management.

2008 January - 2011 August

Champion in Kung-fu Martial Arts.
Kung-Fu Martial Arts Institution.

LANGUAGES

ENGLISH.



ARABIC.



MALAYALAM.



TAMIL.



EXTRA-CURRICULAR ACTIVITIES

2016 January - 2016 June

DCPM(Diploma in Computerized Professional Management).
ROBOTIC ACADEMY., EAPPAL.

I have done the computer course of Diploma in computerized professional accounting.

2015 April - 2016 January

Tally.
Tally ACADAMY., EDAPPAL

I have done professional accounting course of Tally.

2012 May - 2013 July

MS Office.
COMPUTER ACADAMY., EDAPPAL.

I have done my MS Office program.

2015 August - 2016 February

Adobe illustrator.
Computer ACADAMY., EDAPPAL.

I have done this photoshop course.

INTERNSHIPS

HOBBIES

- Critical thinking.
- listening songs and singing.
- Calculation.
- Playing cricket.
- Playing football.
- Evaluating situation.
- Co-ordination of multiple tasks.

REFERENCES

IRSHAD. , AL NAHDI EXCHANGE.
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