



Muhammed Nawas K P

UAE ABUDHABI

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Carrier Objective

Seeking a challenging position in the field of **Accounts/Administration** with esteemed organization Enhancing myself in my work field where the past experience can be brought into an effective use, and looking forward to more exciting and challenging career, as well as increase my both personal and technical skills and fulfill the request for knowledge with a reputed organization.



EXPERIENCE

Company: - Family Super Market

Position: - Accountant

Period: - January 2019 – December 2020

Key Responsibilities: -

- ❖ Performed Book keeping at Daily Basis (Accounts Receivable, Accounts Payable, Petty Cash) and managed Other Finance Work Manual & Computerized (Follow up of Invoices, Purchase order and Sales Order Collections & Deposits)
- ❖ Recording day to day transactions of the business without any delay and accuracy
- ❖ Assisting Finance manager for Preparation of Monthly Financial Reports,
- ❖ Prepared Reports about Sales, Purchases, Payments, Pricing, Maintain updated records of purchased products, delivery information and invoices
- ❖ Management & Reporting of Internal Task List, Management of Documentation & Filing.
- ❖ Preparing & Providing required Documents for the Audit requirement.
- ❖ Performed Customer and Supplier Account Reconciliation,
- ❖ Month, quarter and year end accounts closing
- ❖ Performed Monthly Inventory physicals counting,
- ❖ Performed general office duties and administrative tasks
- ❖ Handled file validation and document controlling, solid understanding of document processing principles and practices.

Company: - Paris Residency

Position: - Sales/Accounts/Admin

Period: - January 2021 – July 2021

Key Responsibilities: -

- ❖ Provided the highest quality of service to the customer at all times.
- ❖ Attending all department and hotel meetings as necessary.
- ❖ Track all appointments, sales, complaints, status reports, etc.
- ❖ Maintain and develop relationships with existing customers in person and via telephone calls and emails.
- ❖ Working towards monthly or annual targets.
- ❖ Ensure timely bank payments.
- ❖ Handle monthly, quarterly and annual closings.
- ❖ Preparing and maintaining important financial reports

EDUCATION

- ❖ **Bachelor of Commerce (B. Com-) Kannur university,**
Specialized: - Marketing
- ❖ **Higher Secondary Education Kerala Board, India**
Specialized: - Commerce
- ❖ **Diploma in Accounts Management**
Specialized: - Virtual Interactive Business Experimental System.

SKILLS & CERTIFICATIONS

- ❖ Experienced in Analyst ERP Software, **Tally, Peach Tree, Xeno, Quick Book, Trade easy**
- ❖ Microsoft Applications (**Word, Excel, PowerPoint, Outlook**)
- ❖ Certified in Financial Accounting (CPFA)

... OTHER DETAILS

- ❖ Father Name : Abdul Razak VP
- ❖ Sex : Male
- ❖ Date of birth : 02nd March 1999
- ❖ Marital status : Single
- ❖ Nationality : India
- ❖ Passport Number : P9888000
- ❖ Language Known : English, Hindi, Malayalam, Tamil

Declaration: -

I hereby confirm that the information furnished above details given is true to the best of My knowledge and belief.

Yours Sincerely,
Muhammed Nawas K P