

MOHAMMED NAYAZ ALI

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Moosani Building, Flat No:614, Al Nuaimiya,
Ajman, UAE.



CAREER OBJECTIVE

“To seek a challenging position or any other suitable post in order to utilize my unique qualifications and hands-on experience in proven expertise in Office Management, completely to the optimum level to the benefit of my employer and also for my career development”.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	BOARD	YEAR
B.com	Upendra Pai Memorial College Udupi- INDIA	Mangalore University	2013
Pre -Degree	Mahatma Gandhi Memorial College Udupi -INDIA	Karnataka Pre-University Board	2010
S.S.L.C	GHSV High School, Udupi-INDIA	Karnataka Board	2008

PERSONAL STRENGTHS

- Extensive knowledge of accounting and financial reporting methods, specifically in the construction.
- Detail oriented and resourceful in completing the reports given.
- Proven ability of people management, organizational and planning capabilities.
- Considerable skill in problem solving, conflict resolution and dealing with confidential situations.
- Provided the excellent customer service to all clients.
- Managed in planning and prioritization of workload.
- Good humored and enthusiast under pressure.
- Ability to utilize skills in a team where best required.
- Inspiration & support team leadership.
- Focused on completing the responsibility with efficiency.

COMPUTER

PROFICIENCY:

- Certificate in Basic Computer
- Microsoft Office:(MS Word, MS Excel, MS PowerPoint)
- Certificate in Tally
- Familiar with Accounting Software like ERP Tally, Excel & Quick book

WORKING EXPERIENCES:

- **ACCOUNTANT – Harvard Contracting L.L.C, Ajman, UAE (From April 2015 –till date)**
- **ACCOUNTANT – Paradise Isle Beach Resort, Malpe, India (From April 2014 to March 2015)**
- **ASSISTANT ACCOUNTANT – Hotel sriram residency, udupi (from May 2013 to April 2014)**

Roles and Responsibilities

- Maintain day to day books of accounts in TALLY. ERP9
- Supervise all regular accounting processes such as A/P, A/R and Journal Entries plus monthly closure accounts.
- Responsible for running payroll procedures for over 600 staff on a monthly basis.
- Ensured that all the new employees were registered on the payroll system on a timely basis.
- Follow up labor issues related works.
 - New employees joining procedures
 - Renewals (Visa, Labor Card, Insurance, Medical and Emirates ID)
- Monitors end to end Visa processing for new joiners and ensuring that all are finished before the 60 days of grace period after their arrival/ Change Status.
- Maintain and controls employee personal files (file keeping of physical and electronic documents)
- Create project accounts in the accounting system.
- Organize all company financial programs and ensure compliance to budgetary requirements.
- Analyze and forecast financial requirements for organization.
- Supervise and ensure efficient working of all financial transactions in organization.
- Online Quarterly returns Creation and Submission of VAT.
- Maintain project- related records, including contracts and change orders
- Assist departments in account reconciliation process on monthly basis.
- Monitor authorized account reconciliation process.
- Provide support to auxiliary schedules for auditing purposes as per assigned work.
- Analyze different general ledger accounts regularly.
- Develop budgetary plans for processes as per requirement.

- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Collate bank statements on monthly basis.
- Design and prepare audit schedules for external audit processors.
- Monitor account reconciliation, tax and calculations inclusive of cost accounting plus Company data recording processes.

PERSONAL PROFILE

→ Name : Mohammed Nayaz Ali
→ Date of Birth : 15 December 1992
→ Driving License : 320745 (UAE)
→ Sex : Male
→ Nationality : Indian
→ Marital Status : Single
→ Religion : Islam
→ Languages : English, Hindi, Kannada and Tulu

DECLARATION

→ I Hearby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Ajman, UAE

Mohammed Nayaz Ali