



NAUSHAD ALI NAZEER

ACCOUNTANT, SEERABEECE FOR EXHIBITIONS & FESTIVALS, OMAN
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PROFESSIONAL PROFILE

- Strong financial analysis and reporting skills and good in budgeting and variance analysis
- Possess a broad understanding of Financial Audit requirements and procedures at all business levels, able to work independently and with a team
- Vast experience and knowledge of accounting software's like (Tally, QuickBooks and customized based)
- Highly desirable and interested in dealing with financial matters of the companies in order to achieve mutual goals of the organization

EDUCATION AND QUALIFICATIONS

B.COM-Mangalore university-Karnataka-INDIA

PROFESSIONAL EXPERIENCE

May-2016 to Present SEERABEECE FOR EXHIBITIONS AND INTERNATIONAL FESTIVALS-OMAN
ACCOUNTANT

Seerabeece is a company that specializes in operating travelling amusement rides and organizing exhibitions and festivals in the Middle East

Responsibilities

- Prepares and analyses periodic financial reports such as statement of income and expenses, statistical data, quarterly sales reports, annual sales reports, and closing trial balances for submission to the board of directors.
- Implement the adjustments of entries as required by internal and external auditors
- Review expenses reports of head and extension offices , checking expense receipts against expense reports for justification and correct imputation
- Undertake banks league transactions. Obtains, analyses and treats bank statements , and other deductions and effect monthly reconciliation of all banks accounts
- Prepare salaries and other related documents
- Calculation and timely payment of all creditors, social insurance contributions, water, electricity and any other bills. Also ensures the payment of risks management premiums, dues and computer service fees as approved

- Regulate cash transactions, overseeing the posting of cash records, disbursements vouchers and journal entry summaries into appropriate ledgers. Prepare cash flow statements and control the liquidity levels as prescribed
- Check cash at the close of each day and oversee the proper custody of cash balances. Sign the cash control records with the cashier
- Supervises the printing of monthly and quarterly budgets reviews, analyzing, identifying and explaining variances to manager and the board
- Undertake risk management transactions ,up-dates overdue clients registers ,prepare and processes claims, monthly financial statements and coverage reports, payment of risk management claims to beneficiaries
- Deposit all standing order forms and cheques in the respective institutions. Treats standing orders and cheques proceeds into branches accounts
- Undertake reconciliation of bank and other third party accounts
- Up-dates the asset registers and ensures proper custody and maintenance of the inventory of the company

August-2010 to April-2016 PRIMEX INTERNATIONAL INC.-BANGALORE-KARNATAKA-INDIA
WATER TREATMENT PLANT C/O SKE&C
ACCOUNTANT/INCHARGE

Responsibilities

- Maintaining ledgers, day book & expenses of the plant.
- Reviewing Vendor ledger verification with any mode of payment and invoices or bills & vouchers.
- Daily payments to labors
- Supervise all the store inventory control, water quality control.
- Control cost control minimizes expenses.
- Inventory and stock reports and submit to head of the department
- Calculation of salary including night shift over time and maintenance of leave records.

June-2009 to july-2010 SHABBIR & GANESH CHARTERED ACCOUNTANT-KARNATAKA-INDIA
ACCOUNTS TRAINEE/ACCOUNTS ASSISTANT

- Vendor/suppliers/parties ledger Verification with any mode of payment and invoice or bills & vouchers
- To cheque payment approval as per company policy.
- Customer or parties ledger verification with receipt voucher, any mode mode of receipt, invoice & bills.
- Bank reconciliation statements.
- Parties(vendor and customers) balance confirmation

AREAS OF EXPERTISE

- Financial Reporting
- costing
- Budgeting and variance analysis
- Communication Skills

PERSONAL DETAILS

Full Name: NAUSHAD ALI NAZEER SAHEB

Date of Birth: 20th May 1988

Nationality: INDIAN

Passport no: J0352824

Driving Licence number: 87047883(OMAN)

Languages : English(fluent), Arabic(fair)

