



MUHAMAD NASIM J

Positions Applied: Accountant /Assistant
Accountant / Admin Assistant / Data
Entry cum accounts



nasim2858@gmail.com



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NUMBER)



Abu Dhabi, UAE
Visa Status : Visit Visa
Expire on : 30/06/2021

RESUME OBJECTIVE

An experience Accountant with one year of efficiency seeking a position in a leading company where I can develop my career beside using my experience and great skills to improve work performance, development, make progress to the company and also achieve my own objective.

EXPERIENCE

ACCOUNTANT

WE R TAX PRACTITIONERS & ACCOUNTANTS- Attingal,

Thiruvananthapuram, Kerala, India

January 2020 – March 2021

TASK & RESPONSIBILITIES:

- Preparation of Trial balance, Profit and loss account and BAS statements at required intervals.
- Maintaining up to date records and ensuring everything is kept confidential.
- Preparation of bank reconciliation statement.
- Maintaining inventory and petty cash.
- Ensuring all the dues to and from the companies have monitored and reconciled periodically.
- Preparation of monthly payroll and administrating staff holidays and absences.
- Calculated all the assets and liabilities of the company.
- Monthly closing and reporting to management.
- Creating and returning statements and documents to clients by set deadlines.
- Oversee ledger reconciliation and manage accounts payable/ accounts receivable.
- Analyzing, recording and resolving all employee payroll issues to ensure smooth payroll processing.

CERTIFICATIONS

- DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING.
- TALLY ERP 9, TALLY PRIME, QUICK BOOKS, PEACHTREE, ADVANCE EXCEL.
- TRAINING IN UAE VAT RULES AND VAT FILING.

SKILL

Problem Solving
Adaptability
Active Learning
Time Management
Critical Thinking
Handling Pressure
Effective communication
Prioritizing
Attention to detail

EDUCATION

BACHELOR OF COMMERCE WITH COMPUTER APPLICATION

Kerala University
2017 - 2020

12th BOARD OF HIGHER SECONDARY EDUCATION 2015 - 2017

10TH COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE 2015

SOFTWARE SKILLS

Tally ERP 9
Tally Prime
MS Word, MS PowerPoint
Advance excel
QuickBooks
Peachtree