

**MUHAMMED NIZAMUDDEEN M.K**

**Dubai, UAE**

**Mobile: +971 0589284342**

**Email:** nizu622@gmail.com

**6 Years of UAE Experience**

**Position Applied: Accountant / Accountant with cashier**

**PROFILE**

 To become a part of the organization where I can apply my knowledge, enhances my skills and be able to contribute growth and success of the organization, **10+ years** of rich and comprehensive experience as Accountant /cashier in different companies in Dubai, UAE and in India. Now looking for a suitable position with a company which offers genuine room for progression & where I can make a significant contribution.

**ACADEMIC QUALIFICATION**

* **B.Com (Bachelor of Commerce)-from Periyar university**

**WORK EXPERIENCE**

 **From 5 Dec, 2014 to Present: THREE LINE SHIPPING COMPANY LLC, Dubai**

 **Designation:**  **ACCOUNTANT WITH CASHIER**

 **MAJOR JOB RESPONSIBILITIES**

* Posting of all accounts payable invoices (Local as well as International) into the system on timely basis after proper checking & validating the documents.
* Payable Data transfer & Closing of accounts payable module on a monthly basis with zero exceptions.
* Preparing & reviewing monthly payable accounts reconciliation reports for accrual, advances, trade creditors etc & 100% matching to the GL balances.
* Process payments as per company policies, procedures & internal controls to ensure effective financial management in accordance with audit requirements.
* Confirm charge of accounts during the posting of all accounts payable invoices into system ensuring the expenses are recorded in the correct accounts.
* Development & improvement of various MIS reports with assistance of IT to smoothening payables functions.
* Monitor the routine processing of invoices for payment & investigate & resolve problems associated with processing of invoices & purchase orders, GRV etc in order to produce accurate account /statement information to ensure stake holders satisfaction.
* Liaise with internal customers such as purchasing, trading, GL & operations departments to request feedback on services provided & ensure customer satisfaction.

**From July 2010 to Sept 2014: SA ADIYA INDUSTRIAL TRAINING CENTRE, INDIA**

**Designation:** **ACCOUNTANT WITH CASHIER**

**MAJOR JOB RESPONSIBILITIES:-**

* Daily maintenance of Cash & day book
* Preparing bank reconciliation and supplier reconciliations on time.
* Monitoring and controlling the different costs of the company.
* Timely follow ups with the customers for the payment.
* Preparing monthly aging reports for customers & suppliers
* Processing the employee’s salaries through WPS system.
* Keeping record of employee benefits like incentives, commission etc
* Keeping record and prepare reports of assets, its depreciation and other prepaid expenses.
* Presenting reports to the management of financial status and cash flows of the business.

**SOFTWARE SKILLS:**

* **DIFA( Diploma in Indian & Foreign Accounting )**
* **Soft Skills-** Good Correspondence Skills, Excellent in MS word, Excel, Access , Power point , Corel draw , Tally & higher typewriting skills

**KEY SKILLS:**

* Confidence to work in any accounts level works
* Strong organizing, planning & decision making skills
* **Quick familiar with any Accounting Software**
* **Good Communication Skills (Oral & Written)**
* Strong interpersonal relationships
* Team building & leadership qualities

**PERSONAL DETAILS:**

Date of Birth : 23 January 1983

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Native & Arabic (Reading & Writing)

Passport No. : L4421432

Visa Status : Employment Visa

**REFERENCES:**

1. Mr. Ibrahim-Chief accountant – Three Lines Shipping Company LLC- 0559027475

**Declaration:**

*I here declare that above given information are in utmost good faith and best of my knowledge. If given a chance I could prove myself to the benefit and be a part for the success of the organization.*

 *MUHAMMED NIZAMUDDEEN M.K*

 *For more information please do not hesitate to contact me,*

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