

RESUME

NISAMUDEEN KK.

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Dubai, UAE

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Career Goal :

Obtain a challenging position in a reputed organization where I can excel with my skill and abilities, and learn along with management skills there by allowing myself to grow in a competitive environment.

Professional Experience:

➤ **GENIUS GROUP GLOBAL** Calicut, India

Junior Accountant (Jan 2019- Dec2019)

Roles & Responsibilities

- Post and process journal entries
- Preparation of Cash flow statement.
- Preparation of Profit and Loss Account
- Invoice creation
- Accounting and Reconciliation of collection/advances.
- Prepare and submit weekly & Monthly report
- Assist in the processing of all final financial statements
- Book keeping & Billing

➤ **PRESTIGE Modular Furniture** – Calicut, India

Assistant accountant and Office administration: (2017 Aug to 2018 Sep.)

Roles & Responsibilities

- Post and process journal entries
- Book keeping & Billing
- Invoice creation
- Negotiating the terms and conditions of a sales agreement with prospective clients.
- Prepare and submit weekly & Monthly report
- Assist in the processing of all final financial statements
- Payroll making

Education:	Year	Key skills
<ul style="list-style-type: none"> Master of Business Administration (MBA) Farook Institute of Management Studies-Calicut University (India) Bachelor of Commerce (B.Com) Co-Operative College Balussery Calicut University (India) Diploma in Financial Accounting (DIFA) (Tally, M.S Office) G-Tec Computer education (India) 	<p>2015-2017</p> <p>2010-2013</p> <p>2013-2014</p>	<p>Professional skills</p> <ul style="list-style-type: none"> Accounts handling Computer literate (MS office, Tally) Decision making skill Marketing skill Leadership skill Organizing & Administration

Project experience:

- A project on “A Study on Brand Awareness of TVS Jupiter with a Special Reference to AKB TVS, Calicut” was undertaken as a part of MBA.
- A project on “A Study on Effectiveness of Advertisement with a special Reference to Malabar Gold and Diamonds, Calicut” was undertake as a part of MBA.

Extra-curricular activities:

- Participated in Sports at college.
- Organized several events at college.

Personal information:

- Date of birth :24 December 1992
- Gender :Male
- Nationality :Indian
- Marital status :Single
- Language known :English ,Malayalam

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Dubai

NISAMUDEEN KK

Date: