



# Nousheeque K

Abu Dhabi, UAE

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## CAREER OBJECTIVE

Be an integral part of the organization, where I can gain more exposure, prove my skills & abilities and contribute towards the growth of the company there by advancing in my career.

## SKILLS & PROFICIENCIES

- Proficient in English, Malayalam, Hindi and basic competence in Arabic.
- Knowledge in SAP-Business One.
- Proficient with Microsoft Suite.
- Specialized in Tally ERP 9.0, Peach Tree & Quick Books Accounting Software.
- Knowledge in computer fundamentals, Windows XP, Windows 10 & Linux.

## ACHIEVEMENTS & TRAININGS

- Microsoft Excel Global Certificate Holder (2016).
- Global Certificate Holder in SAP Business one.
- Participated in Professional Enhancement Program conducted by TVS Motor Company Ltd.
- Received appreciation from the Deputy General Manager of TVS Motor Company Ltd for good budgetary control & finance management for the financial year 2021-22.

## PERSONAL INFORMATION

- Nationality : Indian
- Birth date : 30/01/1994
- Gender : Male
- Passport Number : V6661918
- Visa status : Visit Visa

## WORK HISTORY

### Accounts Head

#### TVS Motor Company Ltd.

September 2016 to March 2022

#### Duties & Responsibilities :

- *Verifying, allocating, posting and reconciling accounts.*
- *Analyzing financial information and summarizing financial status.*
- *Provide technical support on accounting.*
- *Assist with tax audits and tax returns.*
- *Overseeing financial status, performing assessments, and making recommendations.*
- *Completing tax returns, examining financial data to check it meets the correct standards.*
- *Assist the director for the general work regarding consultancy.*
- *Visiting clients for accounting work and consulting work.*
- *Invoice generation and end to end accounts payable.*
- *Banking, processing bank deposits and associated finance entries.*
- *Prepare payroll and maintain record for all employees.*
- *Prepare Bank Reconciliation Statement.*
- *Prepare Project Profitability Report.*

## EDUCATIONAL BACKGROUND

### Bharathiyar University

Master's Degree in Business Administration,  
Major in Human Resource Management  
2022-2024

[Pursuing as Distance]

### University of Calicut

Bachelor's Degree in Commerce  
2015

### Post Graduate Diploma in Indian & Foreign Accounting (PGDIFA)

2016