





NABEEL T.K

ACCOUNTANT

 Abu Dhabi







 055-66-12143

 nabeeltk616@gmail.com

Detail-oriented Accountant with 6 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.



Skills

- Account reconciliation processes  Excellent
- Financial Management  Excellent
- MS Office Suite  Excellent
- Data Analysis  Excellent
- Accounting Software's (Oodo, Tally & QuickBooks)  Excellent
- Tax accounting specialization  Excellent



Work History

● Accountant

SBK Holding , Abu Dhabi, UAE

Ø Maintaining timely and accurate general ledger (posting entries, recording accruals, etc.) and accurate account reconciliations

Aug 2015 - Current

Feb 2013- Nov 2013

- Ø Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Ø Daily cash management, including cash forecasting
- Ø Participating in the budgeting and forecasting process as requested
- Oversee front office administration
- Ø Examining bank statements and reconciling them with general ledger entries
- Ø Provide overall financial cost accounting support manage monthly financial closings.
- Ø Examining expenses submitted by employees
- Ø Assist in coordinating financial internal audits
- Ø Provide support to senior management in managing operations against budget & strategic goals on daily, monthly & annual basis.
- Ø Accept authority, responsibility for all administrative and accounting procedure, budgeting, cash flow, internal controls, monitoring and preservation of the company assets
- Ø Reinforce financial data confidentiality and conduct database backups when necessary

Audit Assistant

A.Raghavendra Rao & Associates , Kerala, India

- Ø Review, assess and recommend changes in accounting systems and controls of a business unit.
 - Ø Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
 - Ø Check, inspect and reconcile bank deposits and payments.
 - Ø Inspect, test and assess software and hardware systems for its failure.
 - Ø Check all accounting and clients' databases are updated and functioning properly.
 - Ø Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
 - Ø Review and recommend changes in internal audit controls.
 - Ø Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Ensure compliance of regulatory guidelines and generally accepted auditing standards



Education

Bachelor of Commerce: Calicut University

Christ College - Kerala

High School Diploma

SSLC

Govt. of Kerala



Additional Information

Skills related with Accounting

- Knowledge of accounting and bookkeeping terminology and practices.
Knowledge of spreadsheets and database software
- Knowledge of advance mathematics calculations
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to make decisions and take appropriate actions
- Ability to meet schedules and deadlines of the work
- Better Communication skills

Driving License

- Valid UAE Driving License



Languages

English



Excellent

Hindi



Excellent

Tamil



Excellent

Arabic



Good

Malayalam



Excellent