



MUHAMMED NAHEEM V

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PLCAE : Jumairah 1, near Iranian hospital, Dubai

AUDITOR / ACCOUNTANT

2 Years Dynamic Experience As An Auditor & Accountant

OBJECTIVE

To start a challenging and dynamic career, and to secure a position that provides opportunity to use my knowledge and skills to a job that offer challenging and stimulating environment to a progressive and reputed industry/company where my varied skills be benefit to my employer in order to achieve desired results and professional growth.

PROFILE SUMMARY

- Value Added Tax (VAT) Accounting.
- Accounting activities up to finalization of accounts.
- Specialized in Tally ERP 9 & MS excel.
- Preparation of bank reconciliation statements.
- Knowledge in trading & manufacturing company accounts.
- Preparation of income and expenditure statements for different types of business.
- Financial statement analysis.
- Good exposure in internal auditing.
- Knowledge in financial management and cost accounting.

QUALIFICATION

CCA (Accounting Course) :- (2020 - 2021)

Certified Corporate Accounting

Inzpire institute, Manjeri

BCOM computer application: - (2017 - 2020)

Jamia Nadwiyya Arts & Science College, Edavenna,

Calicut University, Kerala, India

Higher Secondary: - (2015 - 2017)

Hmyhss Manjeri, Kerala state

WORK EXPERIENCE

NRS AND ASSOCIATES, INDIA: MARCH 2020 – MARCH 2021

- Auditing of books of accounts of various organizations.
- Value added tax (VAT) calculation.
- Goods and service tax (GST) calculation.
- Verification of bank passbook and company statements.
- Preparation of sales, payments, receipts, purchase, and contra entries.
- Preparation of analyzing of profit and loss accounts and balance sheet.
- Verification of invoice and stock register.
- Involves in meeting with audit manager and legal advisors.
- Checking and confirmation of receivables and payables accounts.
- Prepare and review a payroll accounting, leave salary, gratuity and other employee's benefits calculation and update the information.
- Perform the closing procedures for the periodical closing as monthly, quarterly, and year end closing.
- Accomplish conference with client management and provide successful presentations.
- Checks all the documents, registers, financial transactions of an organization.
- Performed audit and consulting engagements individually and as a part of team.

TASTIYO CAFE, EDAVENNA, INDIA: - (NOVEMBER 2020 – OCTOBER 2021)

- Worked as an assistant managing partner and cum cashier. Also worked as a crew member.

SUADI ARABIC MAJILIS RESTUARENT, CALICUT, INDIA:-

- Worked as an accountant, cum Cashier and Front office administrator

PERSONAL SKILLS

- The ability to work accurately, with attention to detail.
- Pleasing personality with friendly attitude.
- Familiarity with business software such as Microsoft office.
- Best presentation and communication skills.
- Integrity & self-confidentiality.
- Strong communication skills, both written, verbal.
- The flexibility and willingness to learn.
- Brilliant grasping power and quick learner and quick solution maker.
- Professional appearance and grooming.
- I would say that my positives are honesty, punctuality, dedication, determination, and leadership quality, hardworking, trustworthy.

CERTIFICATION

- CERTIFICATION OF GCC VAT
Course conducted by Dubai economy, Sahel accounting services.
- CERTIFICATION OF CORPORATE ACCOUNTING
Course conducted by national council for technology and training.
- CERTIFICATION OF NSS (NATIONAL SOCIAL SERVICES)
Course conducted by Calicut University

LANGUAGES

ENGLISH, MALAYALAM, HINDI, ARABIC

(Read Write and Speak)

PERSONAL DETAILS

Date of birth : 03/08/1999

Nationality : Indian

Marital status : Single

Gender : Male

PASSPORT DETAILS

Number : V2142007

Issue date : 16/08/2021

Expiry date: 15/08/2031

Visa Status : Visit Visa

HOME ADDRESS: -

MUHAMMED NAHEEM. V

Vallanchira house,

Karuvambrum PO, Pin: 676123, Manjeri,

Malappuram DIST, Kerala, India

DECLARATION

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

Place : Dubai, UAE

MUHAMMED NAHEEM VALLANCHIRA

DATE :