

MUHAMMED NISAR

@ Mnisaret@gmail.com

+971504042356

+971565895325 Abu Dhabi, Uae.



Professional Summary

To lead a challenging career and to work in an organization, where I can contribute my knowledge and skill for the growth of the organization, which gives an opportunity for better learning. Prudent Accountant with years of experience and supporting offices accurately and efficiently. Experienced in sales executive well-versed in different service position. Maximized customers satisfaction with frequent attention to every needs.

Professional Skills

Prepare general ledger and cash day book. Corporate accounting, Account Reconciliation Processes. Financial Statements Expertise, Financial reporting and analysis. Tax preparation and audit reviews.

Maintain this Softwares like Tally, ERP9, Peachtree, Quick Book, Focus reach and Ms Office. ERP (Enterprise Resource Planning) Software

Payroll processing and Book keeping operations. Spreadsheet, revaluation and Reconciliation statements. Tax Accounting Specialization. Invoice Coding Familiarity Tax Accounting Specialization Advanced Bookkeeping Skills

Work Experience

06/2018 - 09/2020	DreamLand Hyper Shopee, Tamil nadu, India Accountant (Duties and Responsibilities) :- Manage all accounting transactions Ensure timely bank payments Reconcile accounts payable and receivable Report to management regarding financial activity of the company Preparation of all monthly financial reports Makes and documents the company's payments Keep documentation of all internal transactions Reports on the company's financial health and liquidity Compute taxes owed, prepare tax returns, ensure prompt payment Preparation of the petty cash and balance sheet
04/2016 - 04/2018	Bistro Al Firdaus Maju Restaurant, Melaka, Malaysia Accountant (Duties and Responsibilities) :- Analyze restaurant accounting reports, research discrepancies, and recommend adjustments to the store P & L statements, general ledger, summary sales statistics and do inventory sheets Financial Reporting to ensure accurate reporting for period end

Analyze cost of sales by store weekly to identify anomalies

Verify number of distributor invoices weekly to ensure none are overlooked

Work with Cash Management and stores to verify deposits & total cash responsibility

Work with stores to locate proper documentation for AP Exceptions

Pandi Auto Bazar Pandikkadavath companies (an automobile outlet) Kerala, India

01/2013 - 12/2015

Account Assistant

Accountant Academy, Kerala, India

01/2012 - 12/2012

Accounts Trainee

Education

2013

Eiilm University, India

Bachelor's of Commerce

2012

Diploma in Manual and Computerized accounting

2009

Board of Higher Secondary Examination

2007

Board of Public Examination

Software Proficiency

Manual and Computerized Accounting - "Microsoft Word, MS Excel and MS Power Point"

Tally, ERP9, Peachtree, Quik Book and FOCUS REACH

Personal Details

Date of Birth

02/03/1991

Gender

Male

Nationality

India

Passport No

M9510141

Languages

English, Arabic, Hindi, Malay, Tamil and Malayalam

Visa Status

Visit Visa