



MOHAMMED NASEER



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AJMAN, UAE

HIGHLIGHT OF SKILLS

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Payroll
- Deposits
- Bank Reconciliation
- Cash Flows
- Report Preparation
- Financial Statements
- Documentation
- Time Management
- Experience Working On Tight Schedules



CAREER OBJECTIVE

To obtain a full-time position where I can demonstrate my skills and thereby contribute to the company. As I ascent the ladder of my career I aim at exploring my expertise to grab promising opportunities.



WORK EXPERIENCE

- Finance & Audit Intern**
RBC (Right Business Consultants)
(02 Sep 2019 – 30 Sep 2020) Kollam, Kerala.
- Accountant** (Project Experience)
IIA (Institute of International Accountants)
(01 Aug 2017- 09 Aug 2019) Kerala.



JOB PROFILE

- Verifying the transactions on daily basis and Maintain Journals, ledgers and other supporting records
- Prepare and review Vouchers, Quotation, LPO, Delivery note, Debit note, Credit note, invoices, Receipts, Payments and another related documents
- Preparing registers for payments & Receipts and maintain liquidity to ensure availability of adequate funds
- Reconcile of A/R and A/P, Prepare aging report & Maintain list of accounts receivable and payable

- Reconciliation of Banks, customers account, supplier account, associated and intercompany accounts
- Manage month-end close activities including the preparation and review of adjustments & Closing entries
- Prepare monthly financial statements such as Trial Balance, Balance Sheet, Statement of Profit and Loss, Cash Flow Statement & Other required reports
- Manage Fixed Asset Register, and maintain all related documentations
- Ensure compliance of clients corporate needs and objective
- Coordinates and assembles information for the annual audit and provides assistance to external auditors in the review of financial operations
- Perform other related duties as required



EDUCATIONAL QUALIFICATION

CERTIFIED MANAGEMENT ACCOUNTANT (CMA-USA)

IMA (Institute of Management Accountants), USA

BACHELOR OF COMMERCE (B.COM)

University of Calicut, India



IT SKILLS

- MS Excel and MS Office
- Tally ERP 9
- Peachtree
- Confident to do any Accounting Software



PROFESSIONAL STRENGTH

- willingness to learn
- Self-Motivated and Self-Learning
- Meeting Deadlines
- Work Under Pressure
- Coordinating and leadership skills
- Time management skill



PERSONAL DETAILS

| | | |
|-------------------|---|--------------------|
| Date of Birth | : | 09-12-1995 |
| Gender | : | Male |
| Nationality | : | Indian |
| Marital status | : | Single |
| Languages Known | : | English, Malayalam |
| Passport Number | : | P6115174 |
| Passport Validity | : | 13-02-2027 |
| Visa status | : | Visiting Visa |
| Visa Validity | : | 23-01-2021 |



REFERENCES

Reference can be provided on demand