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Nasar Nisar Sayed

Career Objective:

My ambition has always been to work in a competitive environment, where I can add to my professional skills that could finally reflect in my work and benefit my company to achieve new heights in corporate sector.

Professional Experience

*Worked With **HAULWAYS TRANSPORT LLC, DUBAI.**

- Position : Account Executive.
- Duration : 28 June 2018– 10-Nov-2019.

- ✓ Handling Petty Cash.
- ✓ Preparing Invoices of Client.
- ✓ Recording of Receipt & Payments.
- ✓ Prepare Salaries of Employees.
- ✓ Prepare Bill Receivable & Payable.
- ✓ Prepare Monthly Bank Reconciliations.
- ✓ Daily Making Entries of Expenses & Income.
- ✓ Daily Making Entries of Journal Entry.
- ✓ Able to Work upto Finalization Balance Sheet & Profit & Loss A/c.
- ✓ Maintaining Accounting Entry like Purchase, Sales Journal Payment, Receipt, Contra Entries.
- ✓ Repayment of Loans of the company.
- ✓ Prepare payment in Various Currency i.e USD, CYN, AED, INR.
- ✓ Various other work apart from Accounts such as Administrative work, Sales Coordinator & Public Relation Officer.

*Worked With **Comfort Portable Cabin, Shil Phata.**

- Position : Account Assist, Administration, Business Development.
- Duration : Jan 2016– April 2018.

*Worked With **East West World General Trading LLC, Dubai.**

- Position : Account Assist.
- Duration : Nov 2014– Sept 2015.

*Worked With **CARZONRENT PVT LTD, Navi Mumbai.**

- Position : ACCOUNT EXECUTIVE (OPERATION).
- Duration : 15 DEC 2012– Sept 2014.

* Worked With **Luxury Link India Pvt Ltd, Vikroli-Mumbai.**

- Position : ACCOUNT EXECUTIVE (OPERATION).
- Duration : 29st Sept 2011– NOV 2012 .

* Worked With **Bergreun Car Club Rental Pvt Ltd**, Andheri-Mumbai.

- Position : BILLING EXECUTIVE.
- Duration : Sept - 2008– August 2011.

* Worked With **M/s Siraj Associates (Certified Auditors)**.

- Position : Account Assistant.
- Duration : 01st APRIL 2004– 15 MAR 2006.

Educational Qualification

- Passed **B.COM** From Mumbai University in 2006.
- Passed **H. S. C.** From Maharashtra State Board in 2003.
- Passed **S. S. C.** From Maharashtra State Board in 2000.

Computer Proficiency:

Operating System	-	
Automation Tools	-	MS Office 2000 (MS Word, MS Excel & PowerPoint) MS-CIT & Tally 9 ERP
Accounting Package	-	Tally 7.2 & 9.ERP, Quick Book & Other Company Software.

Personal Details

Father's Name	-	Nisar Sayed
Address	-	02/ Shaikh Ahmed Manzil, Dongre Comp Opp Kausa Jama Masjid Nr Dongre Hospital Kausa, Mumbra, Dist. Thane. India – 400 612
Date of Birth	-	25 th May 1983.
Place of Birth	-	Abu Dhabi UAE.
Sex	-	Male
Marital Status	-	Married
Language Known	-	English, Hindi, Urdu & Arabic.

Passport Details:

PASSPORT NO - L-4812655
DATE OF ISSUE - 18/09/2013
DATE OF EXPIRY - 17/09/2023
PLACE OF ISSUE - THANE

Declaration:

The details furnished above are true to my knowledge and belief.

Place:
Date:

Nasar Nisar Sayed