

SADIQ NISAMUDHEEN

Dubai, UAE

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Contact No : 0503102688



PERSONAL INFORMATION

Date of Birth : 03-04-1992
Place of Birth : Tirur, India
Gender : Male
Civil Status : Married
Citizenship : Indian
Religion : Islam
Visa : Visit Visa
Passport No. : L6893052
Place of Issue : Malappuram, India
Date of Issue : 16-01-2014
Date of Expiry : 15-01-2024

PROFESSIONAL PROFILE

Organized, Dedicated and Enthusiastic Professional with over 5 years of experience in Accounting Field. Possesses excellent interpersonal, communication skills and the ability to develop and maintain mutually beneficial internal and external relationships. Calm nature with a focus on providing exceptional customer service. Enjoys being part of successful and productive teams and thrives in highly challenging working environments.

PROFESSIONAL EXPERIENCE

TAX ACCOUNTANT ASSISTANT @ FARIOOZ TRANSPORT BY HEAVY TRUCKS LLC, DUBAI, UAE (JULY 2018 to SEP 2020)

ACCOUNTANT @ QUALITY RETAIL GROUP, DOHA QATAR (AUG 2016 to FEB 2017)

ACCOUNTANT & ASSISTANT MANAGER @ FATHIMA PETROLEUM, PUTHANATHANI, KERALA, INDIA (JULY-2014 to AUG 2016)

CASHIER @ KS STORE KOTTAKKAL, KERALA, INDIA (FEB 2014 to JULY 2014)

CAREER SUMMARY

- Prepare daily confidential Sales Reports for Presentation to Management
- Processing, recording and reconciliation of Daily Sales Cash receipts and Deposits.
- Recording and reconciliation of Credit Card Collection To Bank Accounts.
- Deal with Customers regarding credit card queries And refunds.
- Handled Petty Cash Payments and its reconciliations.
- Preparation of monthly Clearing Ledger Reconciliation Statements for reporting to management
- Performed Bank Reconciliation.
- Maintained effective communication with Banks regarding Customer credit card issues
- Performed filing of documents.
- Managing the data through excel.
- Preparation of Staff Salary.
- Other duties as assigned.

KEY SKILLS & COMPETENCIES:

- Excellent communication skills and networking power with good interpersonal skills.
- Strong negotiation power.
- Enthusiastic, self-motivated, active with excellent soft skills.
- Great ability to develop business with networking skills.
- Customer Focused.
- Pleasing personality and convincing traits.
- Ability to handle offensive costumers.
- Excellent Communication skill in Arabic, English, Hindi and Malayalam
- Proven ability to undertake position of responsibility and leadership.
- Enthusiastic and ambitious to achieve career goals

EDUCATION AND TECHNICAL QUALIFICATION

B.COM (Bachelor of Commerce)

(June 2010 – April 2013)

CMS College of Science& Commerce, Bharathiyar University, Tamil Nadu, India

HIGHER SECONDARY

(Board of Higher Secondary Dept.)

MSMHSS School, Kalpakancheri

IT QUALIFICATION

ICFA -International Certified Financial Accounting

SOFTWARE SKILLS

- Tally, Quick books, Peachtree, My Ob.
- Smart Financial System - Retail Accounting System.
- Cash Office - Retail Cash Management System.
- Microsoft Word, Excel and Outlook

LANGUAGES

Languages Known : English, Arabic, Hindi, Tamil and Malayalam

Languages Speak : English, Hindi, Tamil and Malayalam

DECLARATION

I do hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

SADIQ NISAMUDHEEN