



# NAEEM.C

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## OBJECTIVE

Desire a position where I can utilize my knowledge and experiences with a career growth potential. I would like to work dedication, determination and enthusiasm to obtain the organizational goals in synchronization with the management. I believe in result-oriented hard work along with quest for self-satisfaction.

## PROFESSIONAL SKILLS

- Very good communication and interpersonal skills
- Proficient in coordinating with people
- Ability to work team as well as individual
- Ability to analyse data using Tally ERP 9 & MS Excel
- Problem solving skills

## JOB PROFILE

**LANGUAGES KNOWN**  
English, Hindi, Malayalam & Tamil

**PERSONAL IDENTITY**  
Date of Birth : 02/05/1991  
Age : 29  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Present : Dubai  
Visa Status : Visit Visa  
License : UAE Valid License

- Control over all Accounting and Financial matters.
- Handling and maintaining Accounts up to Finalization.
- Reconciliation of :  
Bank, H.O, Branches, Debtors, Creditors and Stock
- Proficient in all kinds of Bank transactions.
- Maintaining Purchase and Sales including Stock register.
- Preparation of Input, Output tax report and calculate tax due or refund.
- Preparing and filing of VAT returns periodically, without fail.
- Maintaining Payroll.
- Preparation of Day book, Trial balance and balance sheet.
- Profit and loss accounting.
- Handling and monitoring petty cash transactions.

## **PROFESSIONAL EXPERIENCE**

- 2018 - February To 2020- May Accountant at Al Tuffah Vegetable & Fruits Trading LLC  
- Dubai, UAE
- 2016-December To 2017-July, Accountant at TAX office Edappal, Kerala, India
  - Calculation of Value Added Tax (VAT), Payment of Income tax
- 2015-February To 2016-November, Accountant at Maliakkal Silks-  
Veliamkode, Kerala, India

## **EDUCATION**

- MASTER OF BUSINESS ADMINISTRATION  
UNIVERSITY OF MADURAI KAMARAJ – DISTANCE EDUCATION  
In progress – First year completed.
- ADVANCED CERTIFICATE PROGRAM IN FINANCIAL ACCOUNTING &  
TAXATION
- BACHELOR OF BUSINESS ADMINISTRATION  
UNIVERSITY OF MADURAI KAMARAJ
- HIGHER SECONDARY OF EXAMINATION  
GOVT. BOARD OF HIGHER SECONDARY EDUCATION, KERALA
- SECONDARY SCHOOL LEAVING CERTIFICATE  
GOVT. BOARD OF SECONDARY EDUCATION, KERALA

## **SOFTWARE SKILLS**

- Tally ERP9
- Excellent in MS Office (MS Word, MS Excel, MS PowerPoint)
- Well versed in Computer operation, internet, and networking

## **PASSPORT DETAIL**

Passport No	:	M3498548
Date of Issue	:	24/11/2014
Date of Expire	:	23/11/2024
Place of issue	:	Malappuram

## **DECLARATION**

I hereby declare that all the above furnished details are true and correct with my best knowledge and belief.

**NAEEM.C**