



NASEEFALI V

CAREER OBJECTIVE

Self-motivated professional with outstanding knowledge of financial reporting systems and bookkeeping, experienced in accounting and sales in addition to great problem solving, strong attention to detail, and ability to multitask skills, seeks a challenging position contribution to the success of the company.

CONTACT

MOBILE NUMBER

+971 566282180

EMAIL

naseefali.ali7@gmail.com

ADDRESS

Hamdan Street,
Abu Dhabi, UAE

PERSONAL DETAILS

Visa Status: Transferrable Visit Visa

Date of Birth: 14 June 1995

Nationality: Indian

Marital Status: Single

Religion: Islam

Passport No: T1236431

Passport Expiry: 03 February 2029

CERTIFICATES

- IMA Excel 365: Tips in Ten
- Webinars on Demand: Leadership
- Blockchain 101 by IMA
- Emotional Intelligence
- Cybersecurity Alert!
- Communicating in the 21st Century
- Statement of Cash Flows Tutorial

LANGUAGES

ENGLISH (Fluent)

MALAYALAM (Native)

HINDI (Fluent)

TAMIL (Speak Only)

TECHNICAL SKILLS

ADVANCED MICROSOFT OFFICE

SAGE X3

TALLY ERP

PROFICIENT IN IT

CORE SKILLS

- Accounts Payable and Receivable
- Auditing
- Financial Reporting
- Account Reconciliation
- Asset Management
- UAE Value Added Tax
- Attention to detail
- Time management
- Team player
- Problem solving
- Self-motivated
- Communication and interpersonal skills.

WORK EXPERIENCE

Jul 2020 – Present

Accounting Intern

Alliance Middle East Ship Management LLC - Abu Dhabi, UAE

- Posted financial data in Excel Sage X3 and reviewed entries for accuracy and to determine completeness.
- Maintained accuracy when reviewing and reconciling general ledger.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Maintained accurate and complete documentation for all financial department procedures.
- Applied proper codes to invoices, files and receipts to keep records organised and easily searchable.
- Analysed departmental documents for appropriate distribution and filing.
- Balanced reports to submit for approval and verification.

Oct 2019 – Feb 2020

Accountant

Sree Balakrishna Associates - Kerala, India

May 2018 – Feb 2019

Accountant

Archalan – Kerala, India

May 2018 – Feb 2019

Sales Assistant

Brilliant Trading Agency – Kerala, India

Combined Overview of Roles:

- Analysed financial datas and made conclusions.
- Vouched accounting transactions with supporting documents.
- Involved in producing and analysing year-end financial accounts.
- Helped departments to plan, manage and report their budgetsforecats.
- Helped in filing Goods and Services Tax Return.
- Carried out general clerical duties like data entry, mailing etc.

EDUCATION

2017 – 2019

Madurai Kamaraj University

Master of Commerce

2014 – 2017

Jamia Hammad University

Bachelor of Business Administration