



## **NASARUDHEEN**

**Mobile: +971564461445**

**Email:nasarunazzkra@gmail.com**

### **PERMANENTADDRESS**

NO 15

Industrial Area

Sharjah

### **PERSONALDATA**

Date Of Birth :12/10/1996

Father's Name: Moinudheen

Sex : Male

Nationality : Indian

Religion : Islam

Marital status : Single

Language :Malayalam,  
English,Tamil  
&Hindi.

### **PASSPORT DETAILS**

Passport No: U4555303

Place Of Issue: Cochin

### **CAREER OBJECTIVE**

To work in an organization that offers growth to my career and challenges my skills and abilities in accordance with the latest trends and be part of a team that dynamically works towards the growth of organization and gains satisfaction thereof.

### **ACADEMIC QUALIFICATIONS**

<b>Qualification</b>	<b>Board/University</b>
<b>B.com</b>	Calicut university
<b>PLUSTWO</b>	Board of Kerala
<b>SSLC</b>	Board of Public Examination (Kerala State)

### **TECHINICAL QUALIFICATIONS**

<b>Qualification</b>	<b>CENTER</b>	
TALLY ERP9	FINE TECH ACCOUNTING SOLUTION	

### **PERSONAL SKILLS**

- Ability to chalk out plans and ability to give them the shape of reality
- Enthusiastic and full of energy and good communication
- Strong belief in teamwork, excellent team player.
- Open, sort, and distribute incoming correspondence , including faxes and email
- File and retrieve corporate documents, records, and reports.
- Willingness to work hard.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Prepare invoices, reports, memos, letters and other documents.
- Quick adapt ability to new technology& team spirit.
- Ability to adapt different environment

### **WORKING EXPERIENCE:-**

- Three years' Experience as an Office administrator & Accountant at AKSHAYA IT, COMMON SERVICE CENTER (Govt Approved), Changaramkulam. – 3 Years
- Two year Experience as an Office Administrator & Accountant at K.T RAMANUNNI CEMENT DEALER, Chanagaramkulam – 2 Years

### **DUTIES:-**

- Assistance and Coordination with the financial activities with Accounts officer
- Preparing invoices, sending them to the concerned parties & maintain Debtors a/c.
- Preparation of P & L and Balance Sheet and the Analysis of the Monthly Income Summary and P & L accounts and presenting the same to the management.
- Preparing and Posting of Accruals and Journal Voucher in accounts.
- Prepare monthly, quarterly, and annually reports.
- Reconciliation of Ledgers with Dealers/Parties.
- Calculated all the Assets and Liabilities of the Company

### **Duties:-**

- Efficiently process Customer invoices and maintain up-to-date records.
- Managing receivables and payables
- Coordinate approval process of all account payable invoices.
- Balance summary reports for verification and approval.
- Reconcile accounts payable and receivable
- Posting and processing journal entries to ensure all business transactions are recorded
- Preparing statement of accounts and sending to the customer.

### **COMPUTER SKILLS**

- Tally Prime & Erp9
- MS Office, Advance Excel
- Operating System; DOS, Windows Xp, Windows7, Linux
- Peach tree

### **CORE SKILLS**

- Technical and Communication skill
- Analytical Skill
- Ability to work under pressure
- Quick learn and assimilate new concepts

### **DECLARATION**

I hereby declare that the entropy acknowledged is precise to the best of my cognition and impression. I have not recouped any information that might reasonably be calculated to adversely impact my suitability for employment.

**NASARUDHEEN**