

NISAMUDHEEN P

nsm.pna@gmail.com | +91 8086 466 477 | Paravanna, 676502 | Kerala, India | M1909994 Valid till 04/09/2024

PROFESSIONAL SUMMARY

Capable professional successful at managing multiple projects & consistently meeting deadlines under pressure. Extensive knowledge of hypermarket processes & skilled in regulatory reporting. Proficient in supplying quick responses to financial enquiries from internal management & potential clients. Specialised in management of hypermarket & cash office.

SKILLS

- Extremely organized and great time management skills.
- Proficiency in computers and book keeping software, strong typing skills.
- Capable of learning company system with minimal supervision.
- Familiarity with Microsoft office suite and Google Docs.
- Proficiency with windows operating system.
- Excellent supervising skills.
- Strong communication skills.

WORK EXPERIENCE

AAK HYPERMARKET, AAK MALL
CASH IN CHARGE – ACCOUNTS

18 SEPTEMBER 2019 TO 10 FEBRUARY 2020
TIRUR, MALAPPURAM, KERALA

DUTIES AND RESPONSIBILITIES

- Managing petty cash.
- Issue float money to the cashiers, shift closing & EOD processing.
- Cash flow management (preparation of cash inflow and outflow statement, timely fulfilment of fund requirement).
- Preparing and depositing daily collection of cash sale to bank, arranging change (coins & currency) from bank and also dealing all bank related duties.
- Managing POS and solving all POS related issues.
- Daily basis reporting to HODs (Daily sale report, cashier settlement summery, card transaction report etc.).
- Preparing bank reconciliation statement.
- Communication to floor managers & supervisors.

CENTRAL HYPERMARKET, CENTRAL FORTUNE LLC.
SHOP IN- CHARGE CUM ACCOUNTS

25 JANUARY 2017 TO 15 AUGUST 2019
MUSCAT, SULTANATE OF OMAN

DUTIES AND RESPONSIBILITIES

- Handling petty cash.
- Issue receipts, refunds, credits or change due to customers.
- Issue float money to the counters, shift closing & EOD processing.
- Pay company bills by cash vouchers or cheques.
- Keeping the track of all running expenses in the shop.
- Prepare monthly report of income and expenses.
- Process merchandise return and exchange.
- Compile and maintain non monetary reposts and records.
- Allocate cash to different departments, divisions and ensure that the direct staff complies with it.
- Effective entrustment of banking transactions- secrecy maintained in net banking and all monetary transactions.
- Operating scanners cash registers and other electronics.
- Assist accounts manager with all records.
- Maintaining good rapport with suppliers or venders, timely communication regarding payment receipts with regards to suppliers.
- Preparing LPO, quotations and regular updates in purchase entries and processing of returns in purchase order.
- Advisory to purchase manager in ordering stocks with regards to cash flow.
- Knowledge in periodic stock takings with PDT machines.
- Managing daily and weekly staff shifts.
- Accessing and maintaining company mails with timely reverts and communicating the same to upper management.
- Effective link between top and lower management.
- Assist HR manager in pay rolls by generating reports from biometrics.

LULU INTERNATIONAL SHOPPING MALL PVT. LTD.
ACCOUNTS EXECUTIVE- CASH OFFICE, HYPERMARKET DIV.

01 MARCH 2014 TO 10 JANUARY 2017
EDAPALLY, KOCHI

DUTIES AND RESPONSIBILITIES WHILE JOINING

- Cash flow management (preparation of cash inflow and outflow statement, timely fulfilment of fund requirement).
- Management of cashiers settlement (Supply of opening floats to cashiers, making available change to cashiers, daily basis cash settlement).

- Transaction with banks (Daily basis deposits, preparation of fund flow statement, resolving customer complaints related with credit card settlement issues, reconciliation of bank statement).
- Daily basis reporting to HODs (day today cashier settlement summery, credit sale report, offline online credit card transaction report, customer advance report, summery of issued promotional gift vouchers).
- Communication to floor supervisors.

DUTIES AND RESPONSIBILITIES WHILE RELIEVING:-

- Daily card transaction monitoring.
- Card commission % monitoring.
- Reconciliation of monthly card receivable account.
- Monthly FIRC monitoring.
- Card dispute handling.
- Credit card commission booking.
- Customer Advance tracking.
- Overall managing of cash office in absence of In charge.

EDUCATION

April 2013

Graduation: B. Com Co-operation
University Of Calicut

March 2010

Higher Secondary Education: Commerce
GVHSS Paravanna, Kerala

March 2008

Secondary School Education: Arabic
SMMHSS Rayirimangalam, Tanur, Kerala

References on request.

**TO WHOMSOEVER IT MAY CONCERN**

I, Abdallah Rashid Mohammed Al Hashimi as a sponsor, hereby verify that Mr. Nisamudheen Pallath Aboobacker (Passport No: M1909994) served our Company Central Fortune LLC as the **Shop In Charge cum Accounts** for a period started from 25 January 2017 to 15 August 2019. During this time he was responsible for the shop and all accounts related duties.

He gave importance to work above anything else and he proved himself as punctual staff working efficiently under workload. I am proud of working with him and hopeful for his better future.

Regards,

For Central Fortune LLC



Abdallah Rashid Mohammed al Hashimi



SALARY CERTIFICATE

Signature of Employee

This is to certify that Mr. Nisamudheen Pallath Aboobacker (Passport No: M1909994) whose signature appears as above is a permanent employee of Central Fortune LLC since 25th January 2017 and that he is drawing net monthly salary of 300.000 OMR. (Omani Riyal Three Hundred Only).



Abdallah Rashid Mohammed Al Hashimi

Ref. No: LUCOC/HYP/2017/044

10th January 2017


TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. NISAMUDHEEN P** (Emp ID: **96459**) has worked with us for the period from 1-March-2014 to 10-January-2017. His designation at the time of relieving was EXECUTIVE -ACCOUNTS.

During this period, we found him sincere, hardworking and honest.

Wishing all the best in his career.

Yours Sincerely,



Harikrishnan R

Manager – HR





FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by duly appointed Examiners that
Nisamudheen.P
is qualified to receive the Degree of Bachelor of Commerce (B.Com.),
he having successfully completed the course in **April 2013**
and been placed in **Third Class** in Part I English,
Second Class in Part II Modern Language (*Arabic*)
and **Second Class** in Part III Commerce Subjects
with Optional *Co-operation*
(Part III Reg.No: **TMAKBP0873, April 2013**)

The Senate of the University of Calicut hereby confers on him
the Degree of

Bachelor of Commerce

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University

Vice - Chancellor

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635

Date **16/12/2015**

Digitally signed by Dr K MOHAMMED BASHEER
Date: 16/12/2015 05:13:44 PM



No. 0569575



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION

No. HSE **298861****CERTIFICATE**Register
Number**6316075**

This is to certify that Mr /Ms **NISAMUDHEEN. P** appeared for the HIGHER SECONDARY EXAMINATION
 (..... **COMMERCE** GROUP) held in **MARCH 2010** He/She is **ELIGIBLE** for higher studies.

The Scores and Grades obtained by the Candidate are shown below:

SUBJECTS	FIRST YEAR			SECOND YEAR				GRAND TOTAL				Grade Obtained	Grade in Words
	CE	TE	Total	CE	PE	TE	Total	CE	PE	TE	Total		
PART I ENGLISH	20	44	64	20	—	38	58	40	—	82	122	B	B only
PART II ARABIC	20	70	90	20	—	68	88	40	—	138	178	A	A only
PART III (Optionals) BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT	19	56	75	20	—	36	56	39	—	92	131	B	B only
ACCOUNTANCY WITH AFS	20	34	54	20	—	35	55	40	—	69	109	C+	C plus
ECONOMICS	20	50	70	20	—	32	52	40	—	82	122	B	B only
POLITICAL SCIENCE	19	50	69	20	—	57	77	39	—	107	146	B+	B plus

Eligibility for Higher Studies : D+ Grade or above for all subjects



Place : Thiruvananthapuram

Date : **12-05-2010**
SECRETARY

Board of Higher Secondary Examinations,
 Government of Kerala

No. H 425648



GOVERNMENT OF KERALA

GENERAL EDUCATION DEPARTMENT SECONDARY SCHOOL LEAVING CERTIFICATE

(Issued under the Authority of the Government of Kerala)

Name of School

S M M H S RAYIRIMANGALAM, TANUR P O

Admission No. 8532



SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Name : NISAMUDHEEN. P

Register Number : 240390 Month & Year : MARCH 2008 No. of Chances : 1

This is to certify that the candidate herein has appeared for the SSLC Examination and secured the following Grades

Subject	Grade	Grade in words
First Language Paper - I Arabic(A)	A	A Only
First Language Paper - II Malayalam	A+	A Plus
English	B	B Only
Hindi	B+	B Plus
Social Science	B+	B Plus
Physics	B+	B Plus
Chemistry	B	B Only
Biology	C+	C Plus
Mathematics	B+	B Plus
Information Technology	A	A Only

- Name : NISAMUDHEEN. P
- Name in Regional Language : നിസാമുദ്ദീൻ.പി
- Sex : MALE
- Date of Birth (in figures) : 25/03/1993
(in words) : TWENTYFIFTH MARCH NINETEEN NINETY THREE
- Religion and Caste (as per the Admission Register of the School) : ISLAM, MAPPILA
- Place of Birth : TANUR
- Nationality : INDIAN
- Name of Father : ABOOBACKER. P
- Name of Mother : SUBAIDA
- Name of Guardian : ABOOBACKER. P
- Home Address (as specified in the Admission Register of the School at the time of Admission) : PALLATH, PARAVANNA, PARAVANNA. P.O., MALAPPURAM - 676 502.
- Identification Marks :
 - A PALE BLACK MOLE ON THE RIGHT UPPER ARM.
 - A BLACK MOLE ON THE LEFT UPPER ARM.

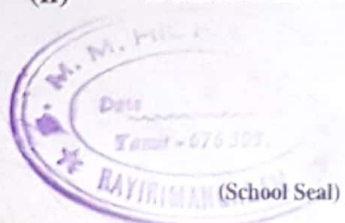
GRADE RANGE

A+	90% and above	Outstanding	B	60% - 69%	Good	D+	30% - 39%	Marginal
A	80% - 89%	Excellent	C+	50% - 59%	Above Average	D	20% - 29%	Need Improvement
B+	70% - 79%	Very Good	C	40% - 49%	Average	E	Below 20%	Need Improvement

(i) Grades are on nine-point scale

(ii) Minimum Eligibility for higher study is D+ Grade for each Paper.

Girijakumari. A. N.



S. M. M. High School,
Rayirimangalam, Tanur
Name & Signature of the Head of the Institution with Date
4/6/08
Malappuram. 676 502



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Eligible for Higher Studies

M.K. SIVANKUTTY

SECRETARY

Board of Public Examinations, Kerala

निर्वाचन / OBSERVATION

विशेष सेवा / MISCELLANEOUS SERVICE



M1909994

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

ABOOBACKER PALLATH

माता का नाम / Name of Mother

SUBAIDA

पति या पत्नी का नाम / Name of Spouse

पता / Address

PALLATH HOUSE, PARAVANNA POST

TIRUR, MALAPPURAM

PIN: 676502, KERALA, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

ML1067761632114



المحترم

الفاضل / مدير الجوازات والاقامة
بشرطة عمان السلطانية

السلام عليكم ورحمة الله وبركاته وبعد ،،،

الموضوع عدم ممانعة

أتقدم اليكم أنا صاحب / الثروة المركزية ش.م.م بعدم ممانعة من رجوعه الى السلطنة المدعو / نسام دين بالاث هندي الجنسية يحمل جواز سفر M19009994 وبطاقة مقيم 109833044 فلا مانع لدينا من رجوعه مرة أخرى إلى السلطنة على كفالة أي شخص أخرى وحيث إنه لم يحدث منة أي مشاكل تمنعه من الدخول للسلطنة علما بأنه كانت السيرة والسلوك طوال عملة معنا ولذا أرجو التكرم في اتخاذ الإجراءات اللازمة في رجوعه الى السلطنة على كفالة أي شخص آخر .

وتفضلوا بقبول فائق الاحترام والتقدير ...

صاحب المنشاء

