



MUHAMMED NAHEEM V

PHONE : +971525105204

WATSAPP: +971582678607

E-MAIL : naheemdizz022@gmail.com

PLCAE : Jumairah 1, near Iranian hospital, Dubai

OBJECTIVE

To start a challenging and dynamic career, and to secure a position that provides opportunity to use my knowledge and skills to a job, that offer challenging and stimulating environment to a progressive and reputed industry/company where my varied skills be benefit to my employer in order to achieve desired results and professional growth.

PROFILE SUMMARY

- Value Added Tax (VAT) Accounting.
- Accounting activities up to finalization of accounts.
- Well versed with Tally ERP 9 & MS excel.
- Preparation of bank reconciliation statements.
- Knowledge in trading & manufacturing company accounts.
- Preparation of income and expenditure statements for different types of business.
- Financial statement analysis.
- Good exposure in internal auditing.
- Knowledge in financial management and cost accounting.

QUALIFICATION

CCA (Accounting Course) :- (2020 - 2021)

Certified Corporate Accounting

Inzpire institute, Manjeri

BCOM computer application: - (2017 - 2020)

Jamia Nadwiyya Arts & Science College, Edavenna,

Calicut University, Kerala, India

Higher Secondary: - (2015 - 2017)

Hmyhss Manjeri, Kerala state

WORK EXPERIENCE

DATA DIRECT GROUP (DUBAI): 2022

- Currently working as a DATA MANAGEMENT Team member at Data Direct group of companies.
- Asset tagging: calculating all the assets of a firm, or Businesses.
- Data entry operator, Document Management.
- We are providing the Document management, Business process and IT outsourcing services to businesses and clients.

NRS AND ASSOCIATES, INDIA: MARCH 2020 – MARCH 2021

- Value added tax (VAT) calculation.
- Goods and service tax (GST) calculation.
- Preparation of sales, payments, receipts, purchase, and contra entries.
- Preparation of analyzing of profit and loss accounts and balance sheet.
- Checking and entering of receivables and payables accounts.
- Prepare and review a payroll accounting, leave salary, gratuity and other employee's benefits calculation and update the information.
- Perform the closing procedures for the periodical closing as monthly, quarterly, and year end closing.
- Performed audit and consulting engagements individually and as a part of team.

TASTIYO CAFE, EDAVENNA, INDIA: - (NOVEMBER 2020 – OCTOBER 2021)

- Worked as an assistant managing partner and cum cashier.

SUADI ARABIC MAJILIS RESTUARENT, CALICUT, INDIA:-

- Worked as an accountant, cum Cashier and Front office administrator

CERTIFICATION

CERTIFICATION OF GCC VAT

Course conducted by Dubai economy, Sahel accounting services.

CERTIFICATION OF CORPORATE ACCOUNTING

Course conducted by national council for technology and training.

CERTIFICATION OF NSS (NATIONAL SOCIAL SERVICE)

Course conducted by Calicut University

PERSONAL SKILLS

- ✚ The ability to work accurately, with attention to detail.
- ✚ Familiarity with business software such as Microsoft office.
- ✚ Best presentation and communication & multi-tasking skills.
- ✚ Integrity & self-confidentiality.
- ✚ Strong communication skills, both written, verbal.
- ✚ The flexibility and willingness to learn.
- ✚ Brilliant grasping power and quick learner and quick solution maker.
- ✚ Professional appearance and grooming.
- ✚ The positives of Dedicated, Customer focused, honesty, punctuality, and determination, and leadership quality, hardworking, and trustworthy.

LANGUAGES

ENGLISH, MALAYALAM, HINDI, ARABIC

(Read, Write and Speak)

PERSONAL DETAILS

Date of birth : 03/08/1999

Nationality : Indian

Marital status : Single

Gender : Male

PASSPORT DETAILS

Number : V2142007

Issue date : 16/08/2021

Expiry date: 15/08/2031

Visa Status : Visit Visa(Valid up to 31/5/2022)

DECLARATION

I hereby conclude that all the details furnished above are true to the best of my knowledge and belief.

Place : Dubai, UAE

MUHAMMED NAHEEM VALLANCHIRA

Date :