



MUHAMMED NIZAMUDEEN

ACCOUNTANT / ADMINISTRATIVE ASSISTANT

Profile Summary

Detail-oriented Accountant with 8 years of experience as an office accountant cum administrator. Fluent in English and proficient in MS Office suite. I have ability to do multi task activities and I don't have any negative remarks in my entire working career.

Get in touch!

Mobile: +971508297341

Email: nizamptz@gmail.com

Address: Dubai, United Arab Emirates

Professional Skills

- Excellent customer handling ability
- Knowledge in MS office
- Trained for Tally and QuickBooks.
- Self-Motivation
- Organizing Skills
- Data Entry
- Administrative skills

Achievements

- There are no negative remarks in my entire working career.
- Worked as a professional accountant in multiple companies.

Work Experience

FLORA CERAMIC TILES & SANITARIES

Accountant / Admin | May 2015 - August 2022

- Co-ordinate overall accounting activities and operations to secure efficiency and compliance to company policies.
- Manage purchase, billing and other all activities.
- Manage billing staffs, phone calls and correspondence (E-mail, letters, packages etc.)
- Create and update data records and data bases with personal, financial and other data.
- Submit timely reports, arrange meeting schedule, and assist colleagues whenever necessary.

3G MOBILE WORLD-KERALA INDIA - 2014 to 2015

Storage Manager and Accounts Assistant-one-year experience as accountant

- Managing Stock
- Payment of salary of employees
- GST Filing

Academic History

- BCOM in Cooperation - University of Calicut (India)
- Certified in Tally, Peachtree, Quick books
- excellent knowledge in MS Excel, MS Word, PowerPoint, Outlook

Personal Details

- DOB: 20-05-1992
- Nationality: Indian
- Marital Status: Married
- Religion: Islam
- Passport no: P3243917

Personal Skills

- Leadership Qualities
- A Keen Knowledge Seeker
- Public Speaking
- Communication Skill
- Good skills in Event Planning
- Data entry speed 30-40 words per minute
- Collaboration.
- Teamwork Skills
- Adaptability

Languages Known

To Speak:

- English
- Malayalam
- Hindi

To Read & Write

- English
- Hindi
- Malayalam
- Arabic