



SAHEED.N

PROFILE

To get professional excellence through hard work and Continuous learning. Also utilize my experience and skill in the growth of organization. My main object is to work sincerely and Satisfactorily. I want to give my best to the organization I work with, so that with my knowledge and experience I can utilize the resources to their utmost potential and my organization Prospers.

COMMUNICATION ADDRESS

Loc: Rigga, Dubai
Mob: +971522339717

PERSONAL DATA

Date of Birth : 17-11-1997
Sex : Male
Father : Nazeer ms
Nationality : Indian
Religion :Islam, Muslim
Marital Status: Unmarried
Email : Saheednazeer00@gmail.com

LANGUAGES KNOWN

English, Malayalam & Tamil

PASSPORT DETAILS

Passport No. : U9720105
Date of issue: 24-02-2021
Expiry : 23-02-2031
Place of issue : TRIVANDRUM

APPLICATIONS

Tally
Microsoft Office (Word, Excel, Power, Point)
Graphic Designing (Photoshop, Coral Draw)
Xenia Accounting Software (Purchase, Sales, Accounts, Etc...)
Digital Marketing (all online platforms)

ACADEMIC QUALIFICATION

- MFAS from G-tec computer education
- MASTER IN FINANCIAL ACCOUNTING certified by IAB
- SAP certified from via G-tec education
- TALLY ACE certified
- B.COM from Kerala university
- Higher Secondary from CPHSS KUTTIKKADU KADAKKAL
- SSLC from CPHSS KUTTIKKADU KADAKKAL

WORK EXPERIENCE

- **ACCOUNTANT/SALES/ADMIN AT KNNZ INDIA**
(DURATION : 1 YEAR AND 6 MONTHS)
 - Keeping account books and systems up-to-date
 - Managing all accounting transactions
 - Bank reconciliation
 - Submitting tax reports monthly.
 - Submitting sales and financial report monthly.
 - Petty cash handling.
 - Reconcile accounts payable and receivable
 - Ensure timely bank payments
 - Manage balance sheets and profit/loss statements
 - Handling unexpected challenges
 - Accurate , timely , and relevant recording , reporting and analysis of financial information
 - Ensure the document clearing of vehicles and office.
 - Maintain the payroll and make sure that each employee receives the exact amount that is due to them.
 - Sales experience in food and beverages.
 - developing new market for the products.
 - Monthly stock checking and inventory control.
 - Managing excel backup.
- **MARKETING OFFICER IN KOTLER ASSOCIATES**
(DURATION: 1 YEAR)
 - Meeting and dealing with clients for digital marketing.
 - Content creating and writing for the clients according

to their business needs.

- Creating different marketing strategies for different projects.
- graphic designing for keeping client's social media up-to-date.
- Expanding the business to achieve more goals.

PROFESSIONAL SKILLS

- Ability to build and maintain relationships at senior level.
- Excellent accounting software user and administration skills.
- Developing strong relationships with co-workers.
- Ability to quick learn new and complex software's.
- working closely with others both inside and outside of the organization.
- Excellent computer keyboard skills.
- Excellent time management skills.
- Experience of working in multi-function team.
- Knowledge of computer hardware, MS Office, Tally, Adobe software's, Internet
- Passionate driving
- Communication skills

PERSONAL STRENGTH

Enthusiastic and have ability to abide the same among others.

- Dedication and willingness to work hard.
- Commitment towards quality of work.
- Adaptable to the changing needs of work Environments.
- Requiring a cool calculating mind.
- Good communication skills with strong ability to interact positively in a team.

CAREER OBJECTIVES

To obtain a challenging position that explores my technical and accounting ability to its maximum extent and to continually upgrade myself to the utmost levels of quality, thereby enabling the organization to achieve its target and growth.

AREAS OF INTEREST

- Interest in Numbers
- Driving
- Business management
- Photoshop designing

DECLARATION

I confirm the above mentioned details are true to the best of my Knowledge and belief

PLACE: AL MURAQQABATH

NAME: SAHEED N

