



MUHAMMED NISHAB

Mob No-050-4179599

Email- ctnishab@gmail.com

Work Experience:

TOTAL WORK EXPERIENCE 6 YEARS (UAE AND INDIA)

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| 1- VERACITY NETWORK SERVICES.LLC
ABU DHABI, UAE
JOB TITLE- ACCOUNTANT | MAR 2016 -PRESENT |
| 2- AL NAHDA CONT & GEN .MAINT EST
& ILLUMINATION CENTRE ELEC & TRADING LLC
ABU DHABI, UAE
JOB TITLE- ASSISTANT ACCOUNTANT | FEB 2013 TO MAR 2015 |
| 3- FAIRWAY IMPEX
COCHIN, INDIA
JOB TITLE- ACCOUNTANT | DEC 2009 TO OCT 2012 |

- Provided general administrative support including: preparation of invoices to be paid, completing expense forms, filing correspondence, etc.
- Independent efficient handling of day to day administrative office routine of the organization.
- Maintained files of All Employees and their attendance and doing basic accounts.
- Received and recorded invoices and arranged payments.
- Prepared and send invoices to debtors.
- Data entry of cash, bank, sales, purchase & journal.
- Handled all cash related transactions; tally cash with daily sales; deposit the same with bank.
- Maintained client relation & ensure customer satisfaction.
- Involved in pre / post sales follow ups.
- Managed accounts payable, accounts receivable, and payroll departments.
- Reported on variances in quarterly costing reports.
- Maintained cordial relationship with existing customers via meetings, telephone calls & e-mails.
- Handled customer complaints & resolved the issues with ease.
- Maintain record of existing & new customers for follow up and business promotions.
- Cash handling

- Letter of credit preparations.
- WPS Transaction
- Verify Allocate, Post and Reconcile Accounts receivable and payable.
- Preparing P&L and Balance Sheet.
- Assisting with auditors.
- Preparing PO and follow up for delivery.

Academic Qualification:

❖ **POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT**

The Bschool International-Kerala, Certified by Association of Business Executive-UK.

❖ **Bachelor of Commerce-2008**

PARAMOUNT College of Commerce and Economics, CALICUT University.

❖ **Higher Secondary Education**

Madrasathul Mubarak Higher Secondary School, Kerala Board of Higher Secondary Examination.

❖ **Secondary School Leaving Certificate**

Madrasathul Mubarak Higher Secondary School, Kerala Board of Public Examination.

Technical Qualification:

❖ **Computer software knowledge.**

- Advanced Excel
- Tally.ERP
- Microsoft certified system engineer
- MS Office
- DTP
- PACT.ERP

Skill Summary:

- ❖ **MS Office Strength:** MS Word, PowerPoint, Access and Excel in an enterprise environment
- ❖ **MS Outlook Strength:** Outlook 97, 98, and 2000 in enterprise and Internet environments for Calendaring, project management and email.
- ❖ **Communication Strength:** Strong written and verbal communication skills with excellent Organization skills & flexibility in work schedule.
- ❖ **Other Skills:** Inventory Management , Networking

Personal Details:

Date of birth : November 26th, 1986
 Nationality : Indian
 Visa Status : Company Visa
 Driving License : Valid UAE License