

NASEEHUL HAQUE K K

Administrative Accountant/ Audit Assistant

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Ajman, UAE

Postgraduate in Commerce with excellent academic performance. Have working experience in Accounting, Auditing and Taxation

Experience

► IDEAL COLLEGE OF ARTS AND SCIENCE, KUTTIADI, INDIA

Designation : Administrative Accountant

Duration : 5 MAY 2021 to 10 DEC 2021

Job profile:

- Organizing and managing institution's finance and administrating payroll
- Assisting the directors in decision making, budget planning, financial controlling and development of resource plans
- Monitoring income and expenditure and preparation of monthly reports to directors
- Preparing accounts for submission to auditors and regulatory authorities.
- Maintain and oversee all bank accounts including net banking, monthly reconciliations and reporting banking errors to managers
- Cash handling including fees collections and disbursements, scholarships, fundraising, college programs
- Preparing institution payroll, ensuring all forms on timesheets, joinings, resignings, leave, advance salary, etc. within deadlines
- Placement of orders, ensuring the best value from the list of suppliers, for various purchases of the institution like stationaries, uniforms, and other developments
- Analyzing of costs and other statistical information
- Detailing of course fee structure and other procedures to students on admission
- Bookkeeping using Tally ERP 9
- Managing finance module of institution EMBASE- ERP for educational institutions

► SREEDHAR & ASSOCIATES TAX CONSULTANCY, CALICUT, INDIA

Designation : Accounts-Cum-Audit Assistant

Duration : 20 AUG 2019 to 30 APR 2021

Job Profile:

- Maintaining the accounts of companies
- Detect & Prevent Errors or Frauds
- Finalization of financial statements
- Determine whether the company generates a Profit/Loss
- Compare the performance of the company to the previous year's performance
- Recording of purchases, sales and general ledgers.
- GST Return preparation & filing
- Communicate the report and related information with client
- Reconciliation of Books of accounts
- Vouching of various books of accounts (Purchases, sales etc.)
- Email communication

Technical Skills

Tally ERP 9.0

Payroll

Familiar with Microsoft Office.

EMBASE- ERP for educational institutions

Skills achieved

Quick learner

Critical thinking

Multi-cultural people experience

Quantitative skills

Team management skills

Team skills

Coordination skills

Analytical skills

Training skills

Personal strengths

Patience

Enthusiasm

Trustworthiness

Adaptability

Aptitude for learning technology

Hobbies and interests

Playing and watching football

Playing badminton

Cooking

Personal profile

DOB: 23/01/1995

Marital status: Single

Known Languages:

English ●●●●
Malayalam ●●●●●
Hindi ●●●
Arabic ●●
Tamil ●

Education

Master of Commerce (M.Com) 2017-2019

The New College, Chennai

University of Madras

CGPA 7.136 (First Class)

Bachelor of Commerce (B.Com) 2014-2017

CKGM Government College Perambra, Calicut

University of Calicut

CGPA 3.55 (First Class)

HSE – Commerce 2010-2012

Nochat Higher Secondary school, Nochat, Calicut

Kerala Board of Higher Secondary Examination

94.3%

SSLC 2009-2010

Ideal Public School Kuttiady, Calicut

Central Board of Secondary Education

CGPA 7.8

Additional education and certificates

Common Proficiency Test – June 2012

Institute of chartered accountants of India

35 hours Orientation Programme

Organized by Institute of Chartered Accountants of India

Overall CEFR B2 Grade in Communicative English Proficiency Test

Conducted by Aptis - British Council

Communicative English Trainer Programme

Conducted by ASAP - Govt. of Kerala

Academic projects

A study on the electronic banking habits of the people in rural area with reference to Perambra Panchayath.

Done as a part of partial completion of bachelor degree – 45 days

A study on employee's job satisfaction with reference to The Calicut Tile Company, Feroke

Done as a part of partial completion of post graduate degree – 45 days

Personal contacts

 Al Rashidiya 1- Ajman, UAE

 naseehulhaque@gmail.com

 +971 50 518 9809

References

Dr. Anvar Sadhath - Director of IQAC at New College Chennai

Contact: Royapettah, Chennai, 600014 - anvarsadhath@thenewcollege.edu.in | +91 988 415 9683

Dr. K E Muhammed - Principal at Ideal College of Arts and Science

Contact: Kuttiadi, Kozhikode, 673528 - kemuhammed@gmail.com | +91 999 524 2965

Dr. Liya K - Assistant Professor at CKGM Government College

Contact: Perambra, Kozhikode, 673525 - liyasubeesh@gmail.com | +91 828 132 2293