



NISSAR.A.P

 Rashidiya, Dubai
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 0565789019(U A E)



EDUCATION HISTORY

- Master of Business Administrator (MBA) – 2016-2018 Specialized in Finance and marketing
- Degree in B-Com with co-operation 2012-2015

TECHNICAL SKILLS

- Tally
- Quick Book
- Peachtree
- Tradeasy
- MS Office

CAREER OBJECTIVE

To prove my competence in the field, by using my abilities and to acquire a position where I can work towards the fulfillment of organization goals.

WORK EXPERIENCE

Chief Cashier

PAN Emirates Home Furnishing L.L.C

 MAY, 2019 - PRESENT

 DUBAI

- Handle cash payment, credit card and cheque transaction.
- Handling petty cash and making monthly sales report.
- Handling customer complaints.
- Preparation of customer quotation and invoices.
- Handling cash, card and cheque refunds.
- Preparing sales return and maintaining reports.

Accountant

PIPE FIELD group of companies

 01.08.2018 -27.02.2019

 INDIA

- Analyzed and researched reporting issues to improve accounting operations procedures.
- Preparing financial documents such as invoice, bills, and accounts payable and receivable.
- Summarizes current financial status by collecting information, preparing balance sheet, profit & loss statement, and other reports.
- Preparation of customer quotation and invoice.
- Preparation of employee payroll statement.
- Provide financial status information by preparing special reports and completing special projects.

LANGUAGE

ENGLISH	● ● ● ●
MALAYALAM	● ● ● ●
HINDI	● ● ● ●
ARABIC	● ● ● ●

PERSONAL DETAILS

Date of Birth	07-04-1994
Marital status	Single
Nationality	Indian
Gender	Male

STRENGTHS

- Hard worker, Smart worker & Team player
- Punctual reliable & efficient
- Sincere, mindful & positive

HOBBY

- Playing Football and Cricket.
- reading.

Accountant

M.A.K.S Home 'N' Office Furniture



03.01.2016 - 15.01.2017



INDIA

- Maintaining day to day book of accounts.
 - Inventory Management.
 - Invoicing and Accounts Receivable.
 - Preparing the final accounts, auditing the accounts and submitting the tax returns.
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Accountant

The Western India Plywoods Ltd



15.05.2015 -16.12.2015



INDIA

- Purchase and Accounts payable.
- Bank Reconciliation.
- Stock level and update and initiating purchase.
- VAT return are prepared and filled in a timely manner.
- Prepare and reconciles accounts.
- Receive accounts payable and unbilled accounts receivable on a monthly basis.
- Assist senior accountant in the preparation of monthly or yearly closing.
- Prepare and submit weekly or monthly reports.

DECLARATION

I hereby declare that the information provided is true to the best of my knowledge.

NISSAR