



SAID MUSAMMIL NASAR

ACCOUNTANT

+971527052715 muzammilnazer@gmail.com Abudhabi, Mussafah

Driving License No : 1157465 Place of Issue: Abu Dhabi

Profile Info

Accounting professional with more than 7 years of international professional experience in KSA & OMAN, in Finance positions. Recognized for leadership, controlling and analytical skills, planning and teamwork. strong financial attention to details with results oriented mindset to enhance and diversify my skills.

COMPUTER SKILLS

- Tally EPR 9.0
- Peach Tree
- MS-Office(Excel)
- Accounting Softwares
- Accounts Management
- Inventory Management
- Tax Management
- Payroll Management

PERSONAL SKILLS

- Time Management
- Team Builder
- Good communication skills
- Strong work ethic
- Determined
- Adaptable

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE OFFICER-EMIRATES INDIA

- INTERNATIONAL EXCHANGE** -2022 PRESENT
- AL MAS RESTAURANT GROUP (RIYADH ,KSA)** 2019-2021
- AMWAJ AL SEEB SHOPPING CENTER** 2014-2018

Key responsibilities:

- Created overviews and reports if day-to-day financial operations.
- Updating accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS, TT, VAT payments etc.
- Maintained working knowledge of available products and services.
- Maintained excellent client satisfaction by providing indepth support.
- Performed cashier duties, including balancing and end-of-day banking
- Answered telephone calls with professionalism.

PROFESSIONAL SKILLS

- General ledger entry and maintenance.
- Data entry.
- Knowledge of trade credit terms
- Assisted tax accountants in preparing tax returns and financial statements
- Communicated with clients on a daily basis and ensured excellent customer service Managed shipments and sales orders.
- Prepared invoices, expense reports, and payment memos.
- Ensured good information workflow between tax preparers and management

EDUCATION

- MASTER'S DEGREE MBA – BANKING & FINANCE**
Bharathiyar University, INDIA (2015)
- BACHELOR'S DEGREE Bachelor of Commerce**
Calicut University, INDIA (2013)

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.

SAID MUSAMMIL NASAR