



ABDUL NAFIH

ACCOUNTANT

"I am passionate about getting results and thrive on challenges to professionalize my career irrespective of how small or big the obstacles are"

PROFESSIONAL SKILLS

Teamwork
Communication
Problem Solving
Data Analysis
Adaptability
Reporting Skills

TECHNICAL SKILLS

Computerized
Accounting Commercial
Softwares
SAP S/4HANA
SAP Business One
Tally. ERP 9
Peachtree (Sage 50)
Quickbooks
Microsoft Excel & Word

CONTACT

+971 568646408

abdulnafihk70@gmail.com

CAREER OBJECTIVE

Seeking a position in an organization as accountant where innovation is the way of life, where my full potential will be explored to ensure my highest contribution to the organization and also for enhancing my experience and skills.

WORK EXPERIENCE

NESTO HYPERMARKET LLC

Dec 2020 - Dec 2023, Jebel Ali, Dubai

Accounts Associate

- Maintained accurate and up-to-date financial records, including ledgers, journals, and reconciliations.
- Prepared accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.
- Working with spreadsheets, sales and purchase ledgers.
- Invoice processing and verification of stock reports.
- Conducted bank reconciliations and promptly resolved discrepancies.
- Proficient in utilizing SAP for various accounting functions.
- Handled accounts payable and receivable processes efficiently.
- Recording and scrutiny of import and export documents.
- Coordinate with vendors for invoicing and payments.

ACCOUNTANTS' CAREER SOLUTIONS

Jan 2019 - Dec 2019, Kerala -India

Accounts Executive

- Handle Accounts in an ERP environment-SAP & TALLY- ERP 9.
- Maintain proper books of accounts to ensure all accounting transactions are properly recorded.
- Preparing Bank reconciliation statement and handled tax filing.
- Assist to generate payroll.
- Handle Accounts Receivable and Payables , settlements of Accounts.

ACADEMIC QUALIFICATION

BACHELOR OF COMMERCE WITH SPECIALIZATION OF CO-OPERATION

2016-2019 , Kerala, India

University of Calicut

PROFESSIONAL DIPLOMA IN INDIAN AND FOREIGN ACCOUNTANT

2017-2019 ,Tirur, Kerala, India

Accountants' Career Solutions

Dubai, United Arab Emirates

Indian

Date of Birth: 06.07.1998

Visa Type: Visiting Visa

CERTIFICATIONS



SAP BUSINESS ONE



TALLY ERP.9



QUICKBOOKS

INTERESTS

Programming languages

Learning languages

Travelling

Web developing

Reading

HIGHER SECONDARY (PLUS TWO)

2014-2016 , Kerala, India

Govt.of Kerala Board of Higher Secondary Examinations

SECONDARY SCHOOL LEAVING CERTIFICATE

2014, Tirur, Kerala, India

Govt.of Kerala Public Examinations, Kerala, India

LANGUAGES

ENGLISH - Fluent

MALAYALAM - Fluent

HINDI - Fluent

EXPERTISE

- ✧ Operating systems- Windows XP, vista, windows 10
- ✧ Knowledge of accounting principles, practices and procedures.
- ✧ Microsoft office - Word, Excel and PowerPoint.
- ✧ Double entry accounting, cash transactions, journal entries, preparation of P/L account, Balance sheet preparation and computerized accounting.
- ✧ Generally Accepted Accounting Principles (GAAP)
- ✧ Inventory management and goods movement handling using SAP
- ✧ MIS (Management Information System) reporting

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

ABDUL NAFIH K