

Naseehudeen Ahmad

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Executive Summary

Result oriented Accountant with experience in a leading accounting contractor. Completed Master in Business Administration (Finance & Marketing). Effectively resolves challenging accounting assignments in client dead line driven environments. Strong research analytical and financial reporting skill.

Skills

- Detail-oriented, efficient and organized professional with experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication and interpersonal skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Career History

September 2010 to March 2012
Accounts, Kerala, India

Accountant

(Leading accounting contractors at Kochi, Kerala, India)

Responsibilities

- Processed daily journal entries, entered monthly journal entries for varies clients of the company.
- Processed invoice and account payables and receivables.
- Managed all petty cash & office supply expense accounts.
- Handling and maintaining Accounts up to Finalization.
- Preparation of year ending Schedules and Accounts for Audit.
- Reconciliation of Supplier Accounts.
- Reconciliation of bank statements.
- Salary disbursement and payroll maintenance.
- Comply with bank transaction and supervision.

Educational Achievements

Master Degree in Business Administration (Finance & Marketing)
(Bangalore University, India)

- **Bachelor Degree in Commerce**
(Calicut University, India)

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