

RESUME

Objective



MUHAMMED NAZIM

Contact information:

MOB: 9895851267

Email:

muhammednazim014@gmail.com

Permanent Address:

Muhammed Nazim K A
Kurudamparambil (H)
Thottumugham P.O
Kuttamassery
Aluva-683105

Personal Information: Date

of Birth: 14/07/1990

Nationality: Indian

Sex: Male

Language Known:

Malayalam, Hindi, English

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenging and creative environment.

Professional Experience

Organization: Prime Solutions/Right Infotech

Designation: Senior Accountant & HR

Industry: Software & Hardware Trading

Duration: from Jan 2016 to Dec 2021

Duties and Responsibilities

- Performing Account reconciliation
- Generating company's financial reports
- Professional Tax
- TDS Calculation and Filing
- Payroll and Utilities
- GST compliance, Documentation, GST reports, E-waybill etc.
- Maintaining the billing system
- Maintain Account's receivables and Account's payables files and records.
- Generating invoice and account statements
- Keep tracking of all payments and expenditure including payroll, Purchase order, Invoices, Statements etc.
- Banking
- Paying vendors by scheduling pay checks ensuring payment is received outstanding credit
- Assisting finance control process (Auditing)
- Facility management
- Design and implement company policies that promote a healthy work environment
- Support and suggest improvements for the recruitment process
- Design work place policies to reduce conflicts, Legal issues and improve employee productivity
- Employee leave management, Attendance and Salary calculations
- Monitor HR departments budget
- Oversee daily operations of the HR department
- Documentation and Office management

Organization: R S K Metal Trading LLC, Dubai

Designation: HR & Accounts Assistant

Industry: Importer, Exporter & Local seller of Metals and metal scrape

Duration: from September 2013 to October 2015

Duties and Responsibilities

- Assist day to day operations of the HR functions and duties
- Provide clerical and administrative support
- Compile and update employee record (Hard & Soft copies)
- Assist in salary distribution, Payroll preparations by providing relevant data (Absence, Bonus, Leave etc.)
- Co-ordinates HR projects (Meeting, Surveys, Training)
- Record and prepare minutes of meetings
- Monitor employee progress and stay abreast on company climate and culture
- Co-ordinate and direct work activate for employees
- Assist recruiters to source candidates and update company's data base
- Communicate with candidates and schedule interview
- Conduct initial orientation to newly hired employees
- Deal with employees request regarding HR issues, rules and regulations
- Petty cash and journal posting
- Bank receipt posting
- Reports on Debtors and Creditors
- Maintain sale invoices and reports
- Performs book keeping and general ledger functions
- Assisting budgeting
- Order workplace supplies and maintain record
- Schedule and verify appointments and meetings of managers

SPECIAL SKILLS

- | | | |
|-----------------------------|-----------------------|--------------------------|
| ● Customer service | ● Record maintenance | ● Transcribing dictation |
| ● Letter drafting | ● Events coordination | ● Staff training |
| ● Correspondence handling | ● Travel arrangements | ● Confidentiality |
| ● Multicultural interaction | ● Office procedures | ● Supplies management |

Educational Qualifications

- **BBM** (M.G. University) (MES college, Kunnukkara) (62%)
- **HSE** (Higher Secondary Examination of Kerala State Government) (63%)
- **SSLC** (Board of public examination Kerala Government) (64%)

Technical Knowledge

| | | | | |
|-------------------|-------------------------|---|--|--|
| Key Skills | Office Skills: | <i>Office Management Records Management Database Administration</i> | <i>Spreadsheets/Reports Event Management Calendaring</i> | <i>Travel Coordination Executive Support</i> |
| | Computer Skills: | <i>MS Word MS Excel</i> | <i>MS Outlook Tested and supported various technical systems, including: Hardware and Software</i> | <i>Internet, email</i> |

Strengths

- Good Team Player and Service Oriented.
- Good communication and interpersonal skills
- Ability to take the initiative in learning about new technologies and adding value to organization
- Maintain positive attitude in the face of changes in work assignments.

Declaration

I hereby declared that the above details are true to the best of my knowledge and belief.

Place: Aluva

Date:

(MUHAMMED NAZIM)