



# MUHAMMAD NASIF

## PROFESSIONAL SUMMARY

A highly motivated and results-oriented professional with a **BBA in Marketing** and 1 year of hands-on experience in **retail and wholesale operations**. Proficient in computerized accounting systems including **Tally Prime, Peachtree, and QuickBooks**. Seeking to leverage foundational knowledge in business administration, sales, and operational efficiency to contribute immediately to a challenging growth-focused role.

📍 Manama, Kingdom of Bahrain

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DOB: 17/09/2002

Nationality: Indian

Languages: English, Malayalam, Hindi

## SKILLS

### Software & Accounting Skills:

- Tally Prime
- Peachtree
- QuickBooks
- Tredeasy
- MS Excel
- MS Word

### Business & Operations Skills:

- Retail Operations
- Wholesale Management
- Inventory Control
- Sales Forecasting
- Billing & Invoicing
- Financial Accounting

### Interpersonal & Management Skills:

- Effective Communication
- Project Management
- Time Management
- Public Relations
- Critical Thinking
- Leadership

## EXPERIENCE

### ACCOUNTANT Brothers Footwear (Wholesale and Retail) | Kanhangad, Kasaragod 1 Year Experience

- Managed the complete daily bookkeeping and financial record-keeping for both retail and wholesale divisions utilizing Tally Prime and QuickBooks.
- Executed precise data entry and classification of all financial transactions, including sales, expenses, and bank activities, ensuring compliance.
- Generated accurate and timely billing, invoicing, and credit notes for client transactions and managed accounts receivable records.
- Conducted daily cash and bank reconciliation processes to verify data accuracy and identify discrepancies promptly.
- Produced initial financial summaries and utilized accounting software proficiency to assist management with operational reporting and inventory valuation.

## EDUCATION

- **BBA - MARKETING** Kannur University | Graduated: 2024
- **COMPUTERISED ACCOUNTING CERTIFICATION** Sree Sankaracharya Computer Centre, Kanhangad | Completed: 2025 Curriculum included: Tally Prime, Peachtree, QuickBooks, Tredeasy, MS Word, MS Excel
- **PLUS TWO & SSLC** Government of Kerala | Completed: 2021 & 2019

## DECLARATION

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

**MUHAMMAD NASIF**