

Nasreen Asif
Accountant

Dubai, United Arab Emirates

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Professional Summary

Professional Summary Detail-oriented and highly organized accounting professional with a Master's in Commerce and over 3 years of hands-on experience in finance and accounting operations. Proven ability to manage financial records, reconcile ledgers, and support key functions such as accounts receivable, petty cash handling, bank reconciliations, and financial documentation.

Adept in using accounting software like Tally and Peachtree, with a strong understanding of theoretical and technical accounting concepts.

Currently pursuing ACCA.

Education

Master of Commerce (M.Com)

University of Calicut, India
2009 – 2011

Bachelor of Commerce (B.Com)

University of Calicut, India
2006 – 2009

Professional Certification

Association of Chartered Certified Accountants (ACCA)

Currently pursuing

Technical Skills

- Tally
 - Peachtree
 - Microsoft Office (Word, Excel, Outlook)
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Core Competencies

- Preparation and Analysis of Financial Statements
 - Knowledge of IFRS and IAS
 - Budget Preparation and Forecasting Assistance
 - Interdepartmental Coordination (Legal, Audit, Banking)
 - Strong Organizational and Multitasking Abilities
 - High Level of Theoretical Accounting Knowledge
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Languages

- English – Fluent
- Hindi – Fluent
- Malayalam – Fluent

Visa Status

- UAE Residence visa
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Work Experience

Al Naser Al Banna Group

Sharjah, United Arab Emirates

Accounts Assistant / Finance Executive

March 2015- October 2018

- Maintained General Ledger by transferring subsidiary accounts, preparing trial balances, and reconciling entries
- Prepared Profit and Loss Accounts, Balance Sheets, Cash Flow Statements, and other financial statements
- Reviewed aging analysis on a monthly basis to ensure no overdue accounts
- Coordinated payments with suppliers
- Assisted in annual audit processes
- Calculated and distributed wages and salaries through WPS

- Provided internal and external auditing assistance
- Prepared regular reports and summaries of accounting activity
- Reconciled bank statements
- Prepared customer statements, bills, and invoices
- Determined payment schedules with customers
- Managed timely payments to suppliers
- Planned and coordinated day-to-day financial activities
- Received, recorded, and arranged payments
- Accurately calculated and verified financial records and transactions
- Managed daily incoming and outgoing communications related to accounts
- Handled petty cash transactions
- Conducted revenue reconciliations

References Available upon request