



MUHAMMED ASAIN NISHAR

PROFILE

Finance enthusiast who loves learning and working in accounting industry and pursue challenging career in accounting with a well reputed firm. Quick learner and active listener with knowledge in tally and in hand experience with excel. Ability to work beyond job roles according to the company's needs.

PROFESSIONAL EXPERIENCE

ADMIN CUM ASSISTANT ACCOUNTANT

Etihad Emirates Mabani Transporting and General Contracting [May 2022 to Apr 2023]

- Perform general administrative tasks including filing, typing, copying, binding, scanning, etc.
- Prepare and review financial documents such as invoice, bills, and statements.
- Maintain and organize documents, records, and files.
- Assist in month-end year-end close procedure.
- Collaborate with the finance team to ensure accurate financial reporting.
- Perform data entry and update financial spreadsheets.
- Help with audit preparation and compliance activities.
- Perform other accounting and administrative tasks as required.

ASSISTANT ACCOUNTANT

Asco Holding Abu Dhabi [Yas Clinic-August 2021 to April 2022]

- Recording financial transaction enter to internal data base.
- Working with spread sheets sales and purchase ledgers and journals
- Invoice process and filling
- Compiling verifying accuracy and sorting information to prepare source data for computer entry.
- Prepare excel sheet and invoice mapping.
- Vendor creation purchase and sales order booking in sap b1
- Journal entry posting
- Assist to senior accountant for month end closing.

ASSISTANT ACCOUNTANT

Jubiriya Construction Trivandrum Kerala India [July 2018 to January 2020]

- Handled daily A/P A/R process.
- Maintain digital and physical financial records.
- Inventory management
- Processing payments and invoice accurately and within expected time period
- Verifying financial statements ledgers account and making correction is where appropriate.
- Create and update expense report.
- Process reimbursement forms
- Payroll calculation and petty cash handling

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Visa Status - Visit Visa, Abu Dhabi

SOFT SKILLS

- Written and oral communication
- Team player attitude
- Social media marketing
- E Mail communication
- Problem solving
- Time management

TECHNICAL SKILLS

- MS Word
- MS Excell
- MS PowerPoint
- Tally ERP 9
- QuickBooks
- Peachtree
- Sap B1

EDUCATION

Diploma Indian and Foreign Accounting

[G Tec Computer Institute Trivandrum 2019-2020]

B Com Computer Application

[Kerala university Trivandrum Kerala 2015-2018]

LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM