



MUHAMMED NASIR K

(Visa Status: Residence Visa)

Contact: +971589814839 | E-Mail: muhammednasirk76@gmail.com

LinkedIn: www.linkedin.com/in/muhammed-nasir-kanandurkar

BACHELOR OF COMMERCE GRADUATE

Aiming to obtain career enriching assignments with a progressive organization that gives scope to update the knowledge and skills following the latest industry trends while creating tangible value for the organization

BRIEF OVERVIEW

- An enterprising and determined **Bachelor of Commerce Graduate** and a solid academic background striving to join a team of professionals and become an asset to the company. Thrive to contribute to the sustainment of a highly efficient environment within the company through finance and accounts, financial analysis, and team coordination
- Excellent knowledge in collating and interpreting accounting data for determining the financial performance and the ability to organize information and communicate in a clear and useful manner
- Keeps abreast of the industry developments with an ability to tactically align and safeguard the information to generate business advantage. Extensive knowledge of accounting principles
- Endowed with a passion for winning as evinced through demonstrated success in academic areas
- An effective communicator with strong interpersonal, problem-solving skills and abilities to overcome business challenges.

Core skills: Finance and account| Book Keeping| GCC VAT | Administration Management| Reconciliation| Accounts Payable | Sales Management| Accounts Receivable |Trial Balance | Inventory Management | Ledger | Petty Cash | Database Management| Billing | Decision-Making| Team Coordination | Communication Skills | Financial Reporting | Team Leadership | Record Keeping| Credit Control

EXPERIENCE

UNIVERSAL EXCHANGE CENTER UAE

TELLER/ CASHIER OCT 2021- OCT 2023

- Purchase of foreign currency and conversion in Dirhams or any other currency at the prevailing exchange rate
- Must adhere to the ICSX & DSES standards of customer service Adhere to AML/CFT policy under the Central bank guidelines
- Adhere to signed company rules and policy/procedure
- Sale of foreign currency against dirham or any other currency the prevailing rate .
- Ensure genuineness of currency notes being exchanged
- Fake notes are to be reported immediately to the manager who will take necessary steps to report to central bank / local police.
- Accept cash from remittance customer as per the payment voucher .
- Verify voucher in the system and generate cash receipt voucher Handover voucher to the customer
- Make payments for a cash payout
- Tallying of cash as per system and deposit the treasury before end of duty
- Write a report in logbook about tally, excess short and system problems, if any
- Cash handling, Balancing, Compliance Reports WPS transactions , SIF file creation for WPS

CERTIFICATION

- Accredited with Tally Pro certification from Feb 2019 to Mar 2019.
- Accredited with GCC VAT using Tally certification from Aug 2021 to Sep 2021
- Accredited with Crowe FERG Basic AML/CFT Certification Dec 2021

EDUCATION

Bachelors of Commerce

(With reg no 154790347)

Mangalore University, Karnataka, India

2020

Diploma in E-Business (With reg no 28260)	Manipal Institute of Computer Education, Mangalore	2019
--	--	------

Technical Proficiency:

- Well versed with MS Office.
- Knowledge of E-tally, QuickBooks, Peach Tree, MS Access and Advance Excel

PERSONAL DOSSIER

- **Linguistic abilities:** English, Hindi, Malayalam, Kannada and Tamil
- **Date of Birth:** 15th Nov 1997
- **Passport No:** P4928646
- **Passport Expiry:** 29 Nov 2026
- **Location:** Dubai, UAE

