

# Nameer Muhammed S A



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Abu Dhabi, UAE



## PROFILE

Driven accounting professional with 6+ years of experience specializing in accounting, auditing, budgeting, and payroll for diverse organizations. Strong understanding of all aspects of accounting and financial management & providing executive administrative support & proven ability to manage multiple assignment, while meeting tight deadline schedules. Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Knowledge and understanding of various Accounting and Finance tools. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills. Performing work in an ethical manner while consistently maintain the integrity of all financial data. Proficient in Various Accounting software Etc. Dedicated to providing exemplary work and supporting the overall mission of the department and company.



## PROFESSIONAL EXPERIENCE

2019-2023

Bahrain

### FINANCE MANAGER AND ADMINISTRATOR

-9 OCTOBER GROUP OF TRADING AND CONSTRUCTION

-BANAPCO (BAHRAIN NATIONAL PLASTIC COMPANY WLL)

Companies under same ownership

#### DUTIES & RESPONSIBILITIES

- Manage financial and administration activities to achieve financial goals.
- Develop business plan, timeline and budget to perform financial projects.
- Monitor and manage expenditures within allotted budget.
- Develop and maintain standard financial and administrative procedures.
- Respond to customer queries/issues in a timely manner.
- Work closely with General Manager in preparation of business plan and operational budget.
- Review all invoices and make the relevant payments in a timely manner.
- Review accounting discrepancies and recommend corrective actions.
- Assist in implementing standard accounting policies.
- Ensure the preparation and maintenance of all financial records.
- Supervise preparation of all monthly and annual finance reports in a timely fashion.
- Supervise and manage payroll processing and tax filing activities.
- Provide training and guidance to finance and admin teams as needed.
- Develop overall goals for the finance and administration departments.
- Identify and resolve financial and administrative issues

2019

HIDD, Bahrain

### FINANCE AND ADMINISTRATION

NIIT (NATIONAL INSTITUTE FOR INDUSTRIAL TRAINING)

#### DUTIES & RESPONSIBILITIES

- Develops and maintains a proactive working relationship with clients while delivering agreed upon expectations
- Serves as an interface with internal and external audit/regulatory entities
- Negotiates with clients and internal functions effectively with ability to influence the decision making process
- Ensures clear and concise communication within the team
- Understands client's needs and requirements
- Track and maintain cash flow on a daily basis to provide clarity and transparency
- Review, collect, and analyze data for reports, presentations and correspondence

2018-2019

Hamad Town,Bahrain

## ACCOUNTANT

### AL SAADA PLASTIC AND DETERGENT (AL BARAEM FOODSTUFF)

#### DUTIES & RESPONSIBILITIES

- Maintaining the books of accounts up to finalization.
- Receipt, issue and inventory control of material.
- Bank deposits, Payments and reconciliation.
- Preparation of month end reports, Year end reports.
- Evaluate monthly Profit and loss account.
- Checking vouchers and with supporting documents.
- Checking all the tax related documents.
- Correcting the ledger accounts.
- Preparation of Vouching Notes.
- Preparation of individual salary statements on monthly basis.
- Preparation of Depreciation statements

4 MONTHS

## TRAINER AND OFFICE COORDINATOR

### NEXUS ENGLISH VILLAGE AND GUIDENCE CENTER

#### DUTIES & RESPONSIBILITIES

- Evaluate employee performance and gauge where skills need improvement.
- Create training programs and prepare any learning materials needed.
- Conduct surveys to judge how programs are received and if changes are needed.
- Prepare onboarding training for new employees.
- Attend conferences relating to education and training.

2017-2018

Kerala, India

## ACCOUNTANT(Part- Time)

### MARGINE FREE SUPER MARKET (PVT LTD)

#### DUTIES & RESPONSIBILITIES

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts payable and Receivable.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Monitored and recorded company expenses.

2016-2017

Kerala, India

## ACCOUNTANT AND OFFICE ADMINISTRATION

### COLORONE GRAPHICS AND PRINTERS (SPC)

#### DUTIES & RESPONSIBILITIES

- Manage all accounting transactions
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Preparation of credit note, debit note, stock, postdated cheque [PDC].
- Maintenance of various accounting registers for purchase and sales



## EDUCATION

**BACHELOR OF COMMERCE (Co-operation)**

**KANNUR UNIVERSITY, KERALA, INDIA**

**PRE-UNIVERSITY EDUCATION (Commerce)**

**DEPARTMENT OF PRE-UNIVERSITY EDUCATION**

**Markaz higher secondary school, Karandoor, Kerala, India**

**SSLC**

**KERALA SECONDARY EDUCATION BOARD**

**Perambra higher secondary school, Perambra, Kerala, India**



## KEY SKILLS

- Logistics Management
- Project Management
- Quick Learning
- Interpersonal Communicator
- Critical Thinking
- Adaptability
- Strong Communication skill
- Troubleshooting
- Co-ordinating
- Good knowledge in inventory control and HR department
- Information and task monitoring,
- Plan and organizing
- Team work



## SOFTWARE SKILLS

- DIFFA - Diploma in Indian and Foreign Financial Accounting
- MS Packages (MS word, MS power point, MS Excel)
- Tally Erp
- Tally prime
- Peachtree

## ADDITIONAL TRAINING

- Attended the training on Basics of Project Management
- Attended the Workshop on Accounting programming
- Attended the training on the DIFFA

## ACHIEVEMENTS

- Won first place in inter college cricket match
- Successfully completed the soft skill training Programming
- Be selected as collage Union Chairman

## LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

## PERSONAL DETAILS

D.O.B : 04<sup>th</sup> August 1997

Nationality : Indian

Gender : Male

Marital status : Single

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## PASSPORT DETAILS

Passport Number : R 0772922  
Date of issue : 21/08/2017  
Date of expiry : 20/08/2027

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## DRIVING LICENSE

License Number : 970822995(Bahrain)

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## DECLARATION

I hereby declare that the above-mentioned particulars are true to the best knowledge of my knowledge and belief.

NAMEER MUHAMMED S A

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