



Ajnas Nasar

Accountant

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DOB: 09-03-1999 | Nationality: Indian | Visa Status: Visitor Visa

PROFESSIONAL SUMMARY |

Accomplished Accountant with over three years of expertise in financial management and accounting, specializing in detailed financial reporting, complex data analysis, and compliance assurance. Proven success in optimizing financial processes, reducing costs, and implementing robust internal controls. Proficient in Tally, SAP, and Microsoft Excel, with exceptional analytical, problem-solving, and communication skills. Committed to excellence and integrity in all financial activities, ensuring accuracy in fast-paced environments.

SKILLS AND EXPERTISE |

- Accounting
- VAT
- Accounts payable & Receivable
- Customer Service
- Communication
- Computer Skills
- Time Management
- Stock Management
- Stock Reporting and checking
- ERP
- Tally
- MS Office, Excel
- Leadership and problem-solving

EMPLOYMENT HISTORY |

Occupation and Dates: **Accountant** | December-2022 – May-2024

Employer's Name and Location: **KFM HYPERMARKET** | Kerala, India

- Utilize Tally software to record daily financial transactions, verify, allocate, and post transactions accurately. Maintain and reconcile general ledger accounts, prepare and process accounts payable/receivable, manage cash flow, budgeting, and forecasting, and generate financial statements and reports.
- Provide detailed financial variance analysis, ensure compliance with internal policies, assist with external audits, and stay updated on accounting standards and regulations.

Occupation and Dates: **Accounting Assistant** | March-2022 – November-2022

Employer's Name and Location: **RAKAN MARKETING** | Kerala, India

- Managed day-to-day financial transactions, reconciled general ledger accounts, prepared financial statements, ensured tax compliance, filed returns, and supported external audits.
- Collaborated with other departments to ensure accurate and timely financial information, and provided support and training to junior accounting staff.

Occupation and Dates: **Assistant Accountant** | May-2021 – February-2022

Employer's Name and Location: **ANGAMALY DRUG DISTRIBUTORS** | Kerala, India

- Verified, allocated, and posted financial transactions to correct accounts; managed accounts payable and receivable, including invoicing, billing, and collections. Monitored cash flow, budgeting, and forecasting to ensure financial stability, and generated monthly, quarterly, and annual financial reports.
- Assisted in tax planning and implementing tax-saving strategies, and coordinated with external stakeholders such as auditors, tax advisors, and regulatory bodies.

EDUCATION AND TRAINING |

Title of qualification awarded: **B. Com Computer Application** | Dates: 2018-2021

Principal subjects/occupational skills covered: Accounting, Business management, Taxation, Human Resources, Marketing, Financial Management.

Name and type of organization providing education and training: University of Calicut, Met's College of Advanced Studies, Kerala, India.

LANGUAGE AND PROFICIENCY |

- Native: Malayalam
- Fluent: English
- Intermediate: Tamil
- Intermediate: Hindi