

ACCOUNTANT

NEGILA K SUBAIR



PERSONAL DETAILS

NEGILA K SUBAIR

BORN ON 24 May 1996

Passport No: R1852725

RELATIONSHIP

Married

NATIONALITY

Indian

BORN

Kerala, India

LANGUAGES

English, Malayalam, Tamil

CONTACT NO

+97156-4544240

VISA STATUS: valid up to
20-12-2024

nejilasubi@gmail.com

Residing in Dubai

MY INTERESTS



PHOTOGRAPHY



MUSIC



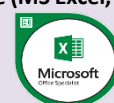
GARDENING



TRAVELLING



www.linkedin.com/in/nejila-zubair-722a2120a



Skype-Negila VA Negila

Accounts Executive with 3 years' experience, ACCA Pursuing candidate with Master Degree Holder, orchestrated who thrives in fast-paced succeed in any given environment. I enjoy learning and I am always up for challenges. My objective is to Build a Career in Finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.

EXPERIENCE IN U.A.E

Accountant -MAD AL BAHER FOODSTUFF TRADING - Sharjah (Mar-2021 TO Apr-2023)

Duties handled

invoice Preparing & bank reconciliation, Financial Statements & MIS Reports, processing payroll, assisting VAT submission, prepare & submitting the financial documents for auditors, managing receivables & payables & handling petty cash & Inventory management

Accountant-A.M MOTORS (MARUTI SUZUKI DEALER) EDAPPAL-INDIA

(Apr-2020 to Feb-2021)

Duties handled

Preparing invoice & bank reconciliation, CGST SGST & CESS preparation Managing payables & handling petty cash & Inventory management Processing payroll, providing all necessary documentation & ensuring Compliance with audit requirements, conduct financial analysis to evaluate the showrooms performance & identify trends & guide for decision making

QUALIFICATIONS & ACADEMIC DETAILS

Master Degree in Commerce- (Delhi University)

Bachelor of Business Administration -Finance (Calicut University)

Post Graduate Diploma in International Business Operations (Delhi University)

ACCA Pursuing

SOFTWARE & PROGRAMMING SKILLS

Tally ERP

MS Excel

Ms. Word

Power point

Advanced Excel Accounting java& C++

ADDITIONAL SKILL&ACHIEVEMENTS

Speed Typing skills Arabic & English

Tally ERP Authorized Certification

Successful Participation in national seminar& camp (Intellectual Property Right in-global economy) Ansar Women's College - Kerala, India

Microsoft Certified MS Office Specialist with badge (MS Excel, Word, Power Point)