

# HADI BIN ABDUL NASAR

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## PROFESSIONAL SUMMARY

Result-oriented and detail-driven Entry level Accounts Assistant pursuing ACCA certification. Collaborates with cross-functional teams to ensure accurate month-end closing accounts reconciliation. Demonstrated success in optimizing cash flow, managing inventory, and overseeing accounts receivable through academic projects. Proficient in Excel, Zoho Books and QuickBooks, leveraging advanced functions for data analysis. Possesses a Golden Visa and a valid driver's license in the UAE. Enthusiastic about leveraging skills and knowledge to make a meaningful impact in a dynamic Junior accountant or auditing role.

## SKILLS

- Bank Reconciliation
- Data inputting
- Journal Entries
- Tax Compliance
- Accounting Software Proficiency
- IFRS Knowledge
- Accounts receivable management
- Bookkeeping Skills
- Invoice Processing
- Data Analytics
- Payment Processing
- Zoho Books proficiency
- Audit Support
- QuickBooks proficiency
- Attention to detail
- Time Management

## EXPERIENCE

**Accounts Assistant** (03/2024 – Current)

**Auditac International Consultancy LLC** – Abu Dhabi, UAE

- Assisted in the preparation and analysis of financial statements and reports
- Conducted preliminary assessments of financial documents to ensure compliance with regulatory standards
- Provided administrative support, including data entry and document management
- Engaged in bank reconciliations and maintained accurate records of transactions to facilitate timely reporting
- Participated in client meetings, effectively communicating findings and recommendations to enhance financial practices.
- Assisted in the preparation of accurate financial reports for senior management decision making.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Reduced errors in data entry by implementing a system of double-checking and cross-referencing information.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments, and adjustments.
- Communicated regularly with customers regarding account questions and issues.

- Inspected account books and recorded transactions.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Matched purchase orders with invoices and recorded necessary information.
- Reconciled account information and reported figures in the general ledger by comparing them to bank account statements each month.
- Presented audit findings to the accounting manager after reviewing the results and paperwork.
- Managed complex problem-solving for upper management to complete projects on-time and within budget.
- Strengthened financial operations by conducting bank reconciliations and financial reporting.
- Input financial data and produced reports using Zoho Books and QuickBooks.

## **Tax Intern (08/2023 – 01/2024)**

### **Capella Tax Consultancy – Abu Dhabi, UAE**

- Contributed to a significant decrease in processing errors by implementing a double-check system for all client filings.
- Managed bookkeeping functions such as invoicing and account reconciliation.
- Compiled and analyzed financial statements to prepare accurate tax returns, ensuring compliance with regulations.
- Responded to taxpayer questions and helped individuals complete and file tax documentation.

## **EDUCATION**

### **Association of Chartered Certified Accountants (ACCA)**

Completed 9 Papers - Abu Dhabi, UAE

### **Bachelor of Commerce - Finance (2019 – 2022)**

University of Calicut - Kerala, India

### **High School - Commerce (2017 – 2019)**

Abu Dhabi Indian School, Branch 1 - Abu Dhabi, UAE

## **PERSONAL PROJECT**

### **Taxation Case Study**

Analyzed a real-world tax case study and identified tax implications, demonstrating a solid understanding of tax regulations.

### **Bookkeeping Simulation**

Participated in a simulated bookkeeping exercise, accurately recording transactions and reconciling accounts. Software used: Intuit QuickBooks

## **CERTIFICATIONS**

- Intuit QuickBooks Online Certification
- Taxation & VAT – UAE

## **LANGUAGES**

English - *Professional Proficiency*

Arabic - *Limited Working Proficiency*

Hindi - *Limited Working Proficiency*

Malayalam – *Native or Bilingual Proficiency*