



CONTACT

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UAE

TECHNICAL SKILLS

- ▶ Digital Marketing Strategies
- ▶ Meta (Facebook) Advertising
- ▶ Search Engine Optimization (SEO)
- ▶ Google Ads Campaign Management
- ▶ Tally Prime Accounting Software
- ▶ QuickBooks Financial Management
- ▶ Microsoft Office Suite
- ▶ Peachtree Accounting Software

SOFT SKILLS

- ▶ Strong Communication
- ▶ Analytical Problem Solving
- ▶ Active Listening
- ▶ Time Management
- ▶ Collaborative Teamwork
- ▶ Adaptability
- ▶ Attention to Detail

LANGUAGES

- ▶ English
- ▶ Hindi
- ▶ Tamil
- ▶ Malayalam

MUHAMMED NASIM

Motivated and detail-oriented Accountant with 1 year of hands-on experience in managing day-to-day financial operations, including bookkeeping, invoice processing, bank reconciliations, and assisting in financial reporting. Proficient in Tally, MS Excel, and other accounting tools. Demonstrates a strong understanding of accounting principles and tax regulations. Known for accuracy, time management, and maintaining financial records with integrity. A quick learner and team player, committed to supporting organizational goals through efficient financial practices.

WORK EXPERIENCE

ACCOUNTANT MAY 2024 TO 2025
MT STORE NECHULLY, MANNARKKAD, INDIA

- ▶ Record daily financial transactions (income, expenses, purchases, etc.).
- ▶ Maintain general ledger and journal entries.
- ▶ Prepare financial statements – Profit & Loss, Balance Sheet, Cash Flow.
- ▶ Manage accounts payable (bills, vendor payments).
- ▶ Manage accounts receivable (invoices, customer payments).
- ▶ Conduct bank reconciliation and verify transactions.
- ▶ Prepare and file tax returns (GST, TDS, income tax, etc.).

JUNIOR EXECUTIVE JULY 2021 – AUGUST 2024
INFOLKS PRIVATE LIMITED, MANNARKKAD, INDIA

- ▶ Assisted in daily office operations and administrative tasks to support business functions
- ▶ Maintained accurate records and prepared reports for management review
- ▶ Handled communication with clients and vendors via phone and email
- ▶ Supported the finance team with Tally Prime and QuickBooks data entry and reconciliation
- ▶ Helped coordinate marketing activities and digital promotions for client projects
- ▶ Monitored project progress and ensured deadlines were met
- ▶ Provided customer service support to resolve inquiries and issues efficiently

EDUCATION

- ▶ **Master Of Business Administration**
D Zone Campus For Distance Education, Malappuram, India (2022/01- 2024/01)
- ▶ **Bachelor Of Business Administration**
MES Kalladi College, Mannarkkad, India (2017/06-2020/03)

COURSES

- ▶ **Accounting**
Mannarkkad, India Mes Kalladi Collage (2020/04 - 2020/06)
- ▶ **Digital Marketing**
Etudemy Digital Academy, Perithalmanna, India (2024/05- 2024/09)