**CURRICULUM VITAE**

**Nihal Ahmed.**

**Manama,**

**Bahrain.   
Contact no: +973 39565043**

**Whatsapp : +91 8122820053  
Email ID: nihaalniha@gmail.com**

**CAREER OBJECTIVE**

Experienced accountant with administrative support by undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping.

Experienced Accountant with expertise in all aspects of accounting including receivables, payables, and basic financial reporting. Bring with me a meticulous approach to accounting problems solving and attention to finer details of accounts. Bring with me excellent training in financial accounting with excellent analytical skills of financial data.

**EXECUTIVE SUMMARY**

* Graduated M.Com at Manonmaniam Sundaranar University with a good conduct and academic records.
* Firm leadership skill with an ability to produce best results in pressure situations both as an individual and in groups.
* Good listener and a quick learner possessing an excellent communication skill in speaking and writing.
* Possesses knowledge on accountancy, business communication & management theories**.**

**EDUCATIONAL QUALIFICATION**

* **Master of commerce** (2017-19) at Manonmaniam Sundaranar University, Tirunelveli.
* **Bachelor of commerce** (2014-17) at Noorul Islam College of Arts and Science, affiliated to MS University with **67%.**
* **Higher Secondary Education** (2013-14) at Amala Matric Higher secondary School, Thuckalay with **70%.**
* **Secondary School Education** (2012-13) at May Flower Matric Higher Secondary School, Manali with **72%.**

**SKILLS**

* Proficient in accounting software’s, Microsoft word & Excel.
* Completed MS office with A grade from CSC Computer Education.
* Good interpersonal, team working and Communication skills.
* Outstanding numeracy and bookkeeping skills.
* A high level of Energetic & motivation
* Leadership The ability to approach and solve problems in a calm, controlled manner.

**WORK SUMMARY**

• Book keeping activities to prepare accounting books.  
• Handle office petty cash and petty cash expenses.  
• Prepare payment request for payments such as utilities & monthly dues to Supplier/Vendors etc.  
• Daily accounting (input to company ERP system) of all transactions such as bank /cash payments & receipts, Credit Card Receipts, journal vouchers, etc.  
• Check & record all transaction vouchers for completeness of supporting, approvals and maintain files up to date.  
• Coordinate with external parties if needed (Customers, Suppliers, Group Companies, Banks, etc.) to ensure smooth flow of information and documents required for accurate and timely accounting.  
• Update accounts payable, perform reconciliations and Prepare regular / monthly aging of accounts payable reports.  
• Preparation of all month end, quarter end and year-end reports as required by management.  
• Preparing month end accounting closing including accounting, reconciling accounts, preparing outstanding expenses and prepaid expenses statements, etc.

**WORK EXPERIENCE**

**PIONEER BUILDING MATERIALS CENTRE– ACCOUNTANT (** May 2019 – pursuing)

* Bookkeeping, Voucher Entries, Invoices & Receipts, Petty Cash, verifying transactions and preparing Expense reports
* Uses the email, telephone or fax for all official accounts related correspondence within and without the company as and when required
* Preparation & submission of statement of accounts for customers to management
* Filing / Maintenance of all Accounting Records
* Coordinating for outstanding collection
* Verification of creditors Invoice and their settlement.
* Other general accounting duties as assigned from time to time.

**MAX FASHION (DIVISION OF LIFESTYLE INDIA PVT. LTD, LANDMARKGROUP)** (July 2018 to Feb 2019)

**Worked as Cashier with the following Job responsibilities**

* Billing at Oracle software.
* Prepared Daily Sales Reports (DSR).
* Maintained inventory details, maintaining Order Register, Material Inward & Outward Book.
* Answer customers' questions, and provide information on procedures or policies.
* Issue receipts, refunds, credits, or change due to customers
* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

**THANU PILLAI & CO.CHARTERED ACCOUNTANT**

**(A Reputed Auditing Firm) – AUDIT ASSISTANT**

(May2017 to June2018)

**Worked as Audit Assistant with the following Job responsibilities.**

* Handled Books of accounts in Tally ERP 9 and MS-Excel.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Handled year-end closing, accounts receivables and accounts payables for different clients.
* Prepared and audited of Income and expenditure statement of organisation.
* Prepared audit plan and organized all paper works for the execution of audit process.
* Compiled all evidence and supporting documents on the file to be audited.
* Handled bank related issues.
* Reviewed accounting records and transactions for accuracy.

**RASHIK & ASSOCIATES, CHARTERED ACOUNTANT** (May2016 to April2017)

**Worked as Audit Assistant-Trainee with the following Job responsibilities.**

* Prepared asset, liability, and capital account entries by compiling and analyzing account information.
* Prepared projected year end statements
* Maintained Receivables aging and following up.
* Prepared and maintaining Petty cash.
* Prepared VAT input, VAT output and filing of VAT.
* Prepared monthly Trial Balance, Income Statement and Balance Sheet.
* Prepared audit schedules and working closely with the auditor.

**PERSONAL INFORMATION**

Date of Birth : 31st Oct 1996.

Father’s name : Ashiq Mohammed

Permanent Address : 9/81- Amaravathi road, Thiruvithancode,  
 Kanyakumari 629174, Tamil Nadu, India.

Nationality : Indian

Marital Status : Single

Strength : Ambitious, Committed and Optimistic.

Languages known : English, Malayalam & Tamil.

**PASSPORT DETAILS**

Passport No : P3394112

Date of Issue : 29 AUG 2016

Validity : 28 AUG 2026

Place of Issue : Tirnelveli (Tamil Nadu)

**CPR DETAILS**

CPR No : 961029790

Date of issue : 19/06/2019

Validity : 19/06/2024

**DRIVING LICENSE DETAIL(INDIA)**

Licence No : TN7520150003637

Date of Issue : 16-03-2015

Validity : 15-03-2035

Place of Issue : Marthandam (India)

**Kingdom of Bahrain**

**Date :** *SEP 2022.*