

CURRICULUM VITAE

NABEEL TK

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OBJECTIVE

'To advance professionally by receiving new challenges and higher responsibilities.
And to be an instrument in the growth of the organization having a poised work-life
Culture where I can apply my full potential in setting and achieving corporate goals
And there by grow along with the organization'

EXPERIENCE PROFILE

Organization : **Abbas Al Hawai and Associates**
(Advocates and Legal Consultants) Dubai, UAE

Designation : **Assistant Accountant**

Period : September 2019 to January 2020

Functions:

- Preparing Accounts and VAT returns
- Recording of Financial Transaction
- Communicating Financial Information
- Administering payrolls and controlling income and expenditure
- Analyzing Financial data
- Developing financial report

Organization : **The Palakkad District Co-operative Hospital and Research Centre**

Designation : **Administrator**

Period : April 2018 to August 2019

Functions:

- Procedure manual of care at various areas of health care
- Advisory responsibility, planning and budgeting
- Nursing training and research in services
- Recruitment, Promotion and development of nursing staff
- Staff meetings, monitoring and evaluation of service
- Developing financial report

Organization : **The Palakkad District Co-operative Hospital and Research Centre**

Designation : **Accountant**

Period : March 2017 to March 2018

Functions:

- Preparing Accounts and Tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Analyzing Accounts and business plans
- Compiling and presenting reports, budgets, business plans commentaries and Financial statements

Organization : **Kerala State Financial Enterprises**

Designation : **Cashier**

Period : June 2016 to January 2017

Functions :

- Managing all the cash transactions in their workplace
- Maintaining daily account of the daily transactions
- Balancing the daily account at the end of each day
- Checking the daily cash balance
- Solving all their cash related queries
- Organizing all the work they do and maintaining the accounting records
- Making daily, weekly and monthly transaction report

ACADEMIC QUALIFICATIONS

- Bachelor of Commerce from Madurai kamaraj University (Madurai, Tamilnade , India) Year of passing 2016.
- Government of Kerala Board of Higher secondary Examination Year of Passing 2012.
- Secondary School Leaving Certificate Examination from Government of Kerala. Year of passing 2010.

PROFESSIONAL QUALIFICATIONS

- Diploma in Computer Education
- M.S. Office packages (Well-versed the usages ofMSWord, Excel, Power point, Internet concepts etc...& typing)

PROFESSIONAL SRENGTH

- Ability to organize, co-ordinate, implements and control work related activities.
- Strictly stick to follow the deadlines.
- Adaptability –capable of adapting to new environment and grasp work quickly.
- A proactive team worker capable of working owns initiative and meets Strict deadlines. Experience in busy environments

PERSONAL DETAILS

- Age : 26 years
- Date of birth : 15 June 1994
- Nationality : Indian
- Marital status : Single
- Language Known : English, Malayalam
- Visa status : Visit Visa(Expiry date 31-Dec-2020) .

Self-Appraisal

Excellent experience in professional environment, self-motivated, responsible, dedicated and hardworking, possess a positive attitude and bear the capacity to take up any challenging position.

Reference: Will be furnished upon request.

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