



7 Years of experience in diversified fields of Accounts, Admin in Kerala India. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

# NAZIA MK

**Phone:** +971 526357150

**E-Mail:** naziafayas@gmail.com

## SKILLS:

- Tools: MS Office, Tally
- OS: Windows XP, Windows 7,8,9,10

## EDUCATION

- 2022: MBA –Finance (Doing)
- 2012: Bachelor of Business Administration, Institute of UEI GLOBAL, Trivandrum, Kerala

## LANGUAGES

- ENGLISH
- HINDI
- TAMIL

## PERSONAL DETAILS

Date of birth: 17/11/1990

Nationality: Indian

Religion: Muslim

Passport No: Y 9727423

## Experience

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### Accountant – Latif Marble & Granite TR LLC, Sharjah UAE 2022 - Present

- Maintain accurate and up-to-date financial records.
- Record financial transactions in ledger, journal, and databases
- Preparing tax invoice.
- Timely dispatch of invoices to ensure credit terms are met.
- Responsible for resolving all issues related to invoicing.
- Preparation of salaries includes addition such as overtime, Incentives and also deduction of HRA, Loans.
- Credit Note and Debit Notes are prepared for invoice adjustments.
- Computing VAT on invoices.
- Preparation of Purchase tax, Sales tax on monthly basis for VAT return Submission.
- Interaction with customers through email & telephonic Conversations regarding Payments.
- Reconcile Bank Statements, Accounts Payable and Accounts Receivable

### Accountant - RD ASSOCIATES, Kerala, India 2018 - 2022

- Creating tax invoice for 100 plus companies on Monthly basis.
- Keeping a track that all invoices are submitted to the customers on time.
- Credit Note and Debit Notes are prepared for invoice adjustments.
- Preparation of monthly/yearly closing reconciliation.

- Preparing & Filing GST monthly & quarterly.
- Assist in payroll activities and release salary
- PF Registration, Income Tax Filing.
- Daily updating of bank Reconciliation

**Accountant (Part Time) - THAPASYA Accounting Solution, India, 2019 - 2020**

- GST Filing
- Use accounting software Tally for financial transactions and reporting.
- Handle monthly, quarterly and annual closings
- Compute taxes and prepare tax returns
- Reconcile accounts payable and receivable
- Bank reconciliation and prepare monthly financial statements.
- Summarize financial status by collecting information and preparing balancesheet, profit and loss, account statement, and other reports

**Accountant - KGN Constructions, India 2016 - 2018**

- Prepare forms and manuals for accounting and bookkeeping.
- Billing and Daily bank reconciliation.  
Preparing financial reports.
- Reviewed accounts payable invoice listing to confirm validity and to conduct of budget update as necessary.
- Maintained petty cash
- Calculate and distribute wages and salary.
- Processing transaction, issuing cheques, and updating ledgerbudget.
- Supplier handling

**Call Centre Executive - Orysis India 2015**

## **DECLARATION**

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I hereby declare that the above-mentioned information is Correct up to my knowledge and I hear the responsibility for the Correctness of the above-mentioned particulars.

Place:

Date:

**NAZIA.MK**