



NASEEH MT

Accounts Assistant

Resourceful Accounts Assistant knowledgeable in Quick books and MS Excel. Meticulous multi-tasker brings Three years of experience handling bookkeeping activities and correcting accounting errors. Skilled at analyzing complex situations and finding unorthodox solutions to challenging problems.

Detail-Oriented Accounting Assistant offers three years of experience in accounting roles. Skilled in account reconciliation, report drafting and collections. Industrious and meticulous with strong history of integrity and reliability.

Polite and Professional Customer Service successful in applying strong communication and problem resolution skills to each customer issue. Solid history of surpassing productivity and quality targets in high volume settings. Skillful in building long-lasting, loyal customer relationships.



Malappuram, Kerala
676551



September 29, 1997



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SOCIAL MEDIA



Naseehmt



i_nazii

EDUCATION

- present

Royal Bridge International

Association Of Chartered Certified Accountants (ACCA)-UK

08.2019 - 12.2020

Bharathiar University

Master Of Commerce

06.2015 - 09.2018

Bharathiar University

Bachelor Of Commerce

Diploma in Corporate Accounts and Taxation from PASS corporate institute

- present

Certified Blockchain Associate (CBA online)

06.2013 - 03.2015

Fathima Matha Higher Secondary School, Tirur

Higher Secondary from Board of Public Examinations , Kerala

06.2012 - 03.2013

MES Central School, Tirur

SSLC from Central Board of Secondary Education, Kerala

EXPERIENCE

02.2019 - 05.2021

AN Technologies Pvt Ltd

Customer Service and Accounts

WORK HISTORY

Customer Service and Accounts:

- Used accounting software to prepare weekly and monthly financial reports.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Directed clients to appropriate accountants, answered phone calls and replied to office emails for excellent Customer service.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Adapted to new applications and maintained knowledge of current technologies.
- Demonstrated high attention to detail, organization and management of multiple tasks and projects simultaneously.
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable , banking reconciliation and disbursements.

PERSONALITY

- | | |
|---------------|-------------|
| Communicative | Punctuality |
| Creativity | Organized |

ACCOMPLISHMENT

- Supervised team of eight staff members.
- Proved to be one of the top employees who submitted every due report before time.
- Achieved an appreciation by an external client for "Excellent Customer Service" while working in the company and assisting the clients.

SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Ability to work with team and individually with minimum supervision

SOFTWARE SKILLS

- Microsoft Office
- ★★★★★
- Tally
- ★★★★★
- Quickbooks
- ★★★★★
- SAP (FICO)
- ★★★★★

LANGUAGES

- English
- ████████████████████
- Hindi
- ████████████████████
- Malayalam
- ████████████████████

DECLARATION

I consider myself familiar with accounts aspects and also confident of my ability to work in a team and declare that all the information furnished above is true to the best of my knowledge.

NASEEH MT