

NAUFAL C.P



Contact Details

Mob: +971552836312

Email: noufal.jmc@gmail.com

Location: Dubai-U.A.E.

Personal Details

Nationality: Indian

Date of Birth: 18.03.1985

Marital Status: Married

Religion: Islam

Languages Known

English

Arabic

Hindi

Malayalam

Objective

With my experience in general accounting operations, combined with my solid interpersonal and problem-solving skills, I am ready to provide outstanding service within your company. I look forward to meeting with you and discussing how I am prepared to make a strong contribution in this role...

Professional Attributes Summary

- Able to communicate effectively and inter face at all levels through all modes of communication.
- Ability to work in a team and individual
- Highly motivated, hardworking ,reliable, confident, and committed to professional standards
- Energetic and enthusiastic with a positive attitude, good leadership qualities, sincerity towards work.

• Work Experience

- Omran Al Owais Property Management
- “Accountants &Administration” in Real Estate From 2009 ,
- Al Ameen Accounting Software
- Al Aqari , Real Estate & Accounting Software

JOB PROFILE:

- Managing and supervising of accounting activities
- Provides financial information to management by researching and analyzing accounting data.
- Preparing profit and loss statement, Balance sheet and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Vat returns filling and other relevant information for taxation
- Preparing Bank reconciliation statement.
- Handling Petty cash and other expenses
- Handling Tenant for new flat and Renewal flats
- Controlling of administration and daily office activities
- Preparing Tenancy contract, collecting cheques and handover unit to tenant

Academic qualifications

Master of Arts (M.A) Jamal Mohamed College (Autonomous). Tamil Nadu, India

MBA (Finance Management) Jaipur National University, India

Bachelor of Arts (B.A) Calicut University, Kerala, India

U.A.E Valid Driving License

Date of Issue: 28.04.2015
Type of License: Light Motor (Manual)
Issue Place : Sharjah

Other qualifications**Computer Proficiency:**

- ✓ Working Knowledge in Accounting Software
Al Ameen, Al Aquaree.
- ✓ MS excel, MS word

Strengths

- ✓ Team worker.
- ✓ Dedicated and self-motivated.
- ✓ Articulate/communicative.
- ✓ Friendly, helpful, concerned.
- ✓ Able to work under pressure.

Area of Interest

- ✓ Finance.
- ✓ Accounts
- ✓ HR
- ✓ Administration & Management

Declaration

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

Naufal Chenadan
0552836312