

NISHIDA NAZEER

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CAREER SUMMARY

Results-driven professional with a Bachelor's degree in Commerce and partial ACCA qualification from United Kingdom, bringing around 3 years of experience in finance. Proficient in financial analysis, budgeting, and reporting. Possesses a strong foundation in accounting principles and financial management. Demonstrated ability to analyze financial data, identify trends, and provide strategic recommendations. Committed to delivering accurate and timely financial information to support decision-making processes. Eager to leverage skills and knowledge to excel in a finance role and contribute to organizational success.

SKILLS

- Purchase and Sales Ledgers
- Bookkeeping
- Bank Reconciliations
- Financial Analysis

SOFTWARE KNOWLEDGE

- Sage 50 Accounts
- QuickBooks
- Xero
- Sage Payroll
- MS Office
- Tally ERP 9

WORK EXPERIENCE

BUSINESS ASSOCIATE

Alza Incorporation, Trivandrum – Kerala

Feb 2023 – Feb 2024

- Spearheaded business development initiatives to identify and secure new clients for fundraising campaigns in support of UNICEF's mission.
- Developed and implemented strategic sales plans to reach and exceed fundraising targets, leveraging market research and analysis to identify potential donors.
- Cultivated and maintained strong relationships with clients to drive donation growth.
- Demonstrated a commitment to ethical fundraising practices and compliance with regulatory requirements, maintaining the highest standards in all interactions with donors and partners.

BOOKKEEPER

KBM Chartered Certified Accountants And Registered Auditors – London

Jan 2021 – Nov 2022

- Setting up Purchase and Sales ledgers proficiently utilizing Sage 50, Xero, and QuickBooks.
- Maintain and update ledgers accurately to reflect transactions.
- Efficiently process Purchase and Sale invoices across multiple platforms, including Sage 50, Xero, and QuickBooks.
- Ensure accuracy and timeliness in invoice processing to facilitate smooth financial operations.
- Perform timely processing of Customer receipts and Supplier payments to maintain cash flow integrity.
- Manage transactions effectively to minimize discrepancies and delays.
- Conduct regular bank reconciliation to ensure alignment between recorded transactions and bank statements.
- processing, reconciliation, and timely submission of VAT returns to HMRC, ensuring compliance.
- Assisting on Payroll Processing and generating pay slips and necessary forms.
- Submit Real Time Information (RTI) reports to HMRC as required, ensuring compliance with payroll regulations.

CREW MEMBER

McDonald's Croydon, Surrey – London

Mar 2019 – Dec 2020

- Worked hard to learn all required tasks quickly to maximize performance.
 - Drove team success by completing jobs quickly and accurately.
 - Utilized approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control.
 - Kept customer and food preparation areas clean and well-organized for maximum efficiency.
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EDUCATIONAL QUALIFICATION

MSc IN ACCOUNTING & FINANCE (ACCA) - ONGOING

2021 – Present

BPP University, Shepherd's Bush, London

ADVANCED DIPLOMA IN ACCOUNTING & FINANCE - ACCA
(QUALIFIED 9 / 9 PAPERS)

2019 – 2020

BPP University, Shepherd's Bush, London

BACHELOR OF COMMERCE

2015 - 2018

Kerala University - Kerala

TECHNICAL CERTIFICATIONS

ACCA ETHICS & PROFESSIONAL SKILLS MODULE

2024

ACCA

TALLY ERP 9

2017

PERSONAL INFORMATIONS

NATIONALITY

INDIAN

DATE OF BIRTH

21ST APRIL 1997

LANGUAGES KNOWN

ENGLISH – PROFICIENT

HINDI – NATIVE

TAMIL – INTERMEDIATE

NISHIDA NAZEER

21ST APRIL 2024