

NISHIDA NAZEER

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CAREER SUMMARY

Results-driven finance professional with a Bachelor's degree in Commerce and partial ACCA qualification from the United Kingdom, bringing around 3 years of experience in financial analysis, budgeting, and financial reporting. Proficient in using financial software such as QuickBooks, Sage, Xero, and Excel, with a strong foundation in accounting principles and financial management. Demonstrated ability to analyze financial data, identify trends, and provide strategic recommendations to support business growth. Experienced in preparing financial statements, managing accounts payable and receivable, and conducting variance analysis. Committed to delivering accurate and timely financial information to enhance decision-making processes. Adept at working in fast-paced environments and collaborating with cross-functional teams. Eager to leverage skills and knowledge to excel in a finance role and contribute to organizational success.

SKILLS

- Purchase and Sales Ledgers
- Accounts Payable and Receivable
- Bank Reconciliations
- Financial Analysis
- Financial Budgeting
- Bookkeeping

SOFTWARE KNOWLEDGE

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

WORK EXPERIENCE

BUSINESS ASSOCIATE

Alza Incorporation, Trivandrum – Kerala

Feb 2023 – Feb 2024

- Spearheaded initiatives to identify and secure new clients for fundraising campaigns, driving significant growth 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 and opportunities.
- Cultivated and maintained strong relationships with clients, enhancing client satisfaction and driving donation growth.
- Managed and executed successful fundraising campaigns, achieving and surpassing set financial goals.
- Demonstrated a commitment to ethical fundraising practices and compliance with regulatory requirements, ensuring the highest standards in all interactions with donors and partners.

BOOKKEEPER

KBM Chartered Certified Accountants And Registered Auditors – London

Jan 2021 – Nov 2022

- Set up and maintained purchase and sales ledgers proficiently using Sage 50, Xero, and QuickBooks. Ensured ledgers were updated accurately to reflect all transactions.
- Ensured 99% accuracy and timeliness in invoice processing, facilitating smooth financial operations.
- Performed timely processing of customer receipts and supplier payments, maintaining cash flow integrity and reducing discrepancies by 15%.
- Conducted regular bank reconciliations, ensuring alignment between recorded transactions and bank statements, achieving a 100% reconciliation rate.
- Processed, reconciled, and submitted VAT returns to HMRC monthly, ensuring 100% compliance with regulatory requirements and deadlines.
- Assisted in payroll processing for 50+ employees, generated pay slips, and submitted Real Time Information (RTI) reports to HMRC, 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

MALAYALAM - NATIVE

TAMIL – INTERMEDIATE

NISHIDA NAZEER

1ST June 2024