

ABDUL NISAR KANNIKULANGARA

Abu Dhabi, United Arab Emirates

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OBJECTIVE

Highly Experienced Professional with Over Two Decades of Expertise in Accounting, Project Management, Technical Support, and Business Development Roles, Demonstrating Proven Track Record in Diverse Work Environments, Including Managing General Accounting Operations, Successful Project Execution, Technical Troubleshooting, and Effective Business Growth Strategies.

WORK EXPERIENCE

General Accountant 2023 - Present

Diamond Wall General Contracting, Abu Dhabi, UAE

- Managing all general accounting operations such as Petty Cash, Payables, Receivables, Payroll Summary, Payments to contractors and suppliers, Journal entries, and monthly closure accounts.
- Preparing Accounting Reports, Analysing Financial statements, and presenting them to the Management.
- Managing the Bank Reconciliation, Taxes (including Cost Accounting), and Real Estate Data Recording, and its Revenues.
- Develop appropriate policies and procedures for the Accounting Department, administration, and provide solutions to fix financial Problems for the company.
- Supervising the Preparation, Drafting, and Implementation of the annual Plans for HR Management as Performance Management, Training and Development, Recruitment, and tracking of employee vacation, permit updating, and cancelling.
- Overseeing the review and changes in the Organisational structure, job Title, hierarchy, HR policies, and procedures of the company.

Store Manager cum Accountant 2016 - 2022

Al Nahda Crescent Super Market, Sharjah, UAE

- Managing all general accounting operations such as Petty Cash, Payables, Receivables, Payroll Summary, Payments to contractors and suppliers, Journal entries, and monthly closure accounts.
- Successfully managed retail sales channel development, achieving subscriber goals and revenue targets. Led a team of 12 employees and 4 Sales Representatives.
- Oversaw project planning, execution, and monitoring to ensure timely delivery within budget constraints.
- Collaborated with cross-functional teams to define project scope, objectives, and deliverables.
- Managed stakeholder expectations and maintained regular communication to provide project updates and address concerns.

Accountant 2014 - 2015**Safeguard Trading and Contracting W.L.L., Doha, Qatar**

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- Develop appropriate policies and procedures for the Accounting Department, administration, and provide solutions to fix financial Problems for the company.

Office Admin 2011 – 2013**Microsonic Computers and Electronics Trading, Doha, Qatar**

- **Office Management:** Handle day-to-day operations, maintain files, manage supplies, and ensure a well-organized workspace.
- **Communication & Scheduling:** Answer calls/emails, coordinate meetings, manage calendars, and support internal and external communication.
- **Administrative Support:** Prepare reports, assist with data entry, maintain records, and support HR or finance tasks as needed.

Cashier cum Systems Administrator 2003 - 2010**Fotogulf Company L.L.C., Doha, Qatar**

- **Cash Handling & Sales Support:** Manage daily cash transactions, process payments accurately, issue receipts, and maintain sales records.
- **System Maintenance & Support:** Install, configure, and troubleshoot hardware, software, and network systems to ensure smooth IT operations.
- **Data & Security Management:** Monitor system performance, perform regular data backups, and ensure the security of financial and customer data.

EDUCATION

Graduated, Bachelor of Commerce 1996

Calicut university - Specialization in Cost Accounting.

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Arabic (Conversational)
- Malayalam (Native)

CERTIFICATION

Microsoft Certified Professional (MCP) in Windows 2000 Server and Networking

SKILLS

- **Financial Knowledge:** A strong understanding of accounting principles (GAAP and IFRS), financial statement preparation, and the ability to perform accurate financial analysis and auditing.
- **Spreadsheet Proficiency:** Mastery of software like Microsoft Excel for data manipulation, analysis, and creating financial models.
- **Data Analysis:** The ability to interpret complex financial data, identify trends, and generate actionable insights.
- **Budgeting & Forecasting:** Skills in developing budgets and financial forecasts to help organizations plan for the future.
- **Accounting Software Expertise:** Familiarity with various accounting software and enterprise resource planning (ERP) systems.
- **Mathematical Competency:** Strong mathematical skills to handle calculations accurately and efficiently.