

NIZAM ENGAPADALIL

B.COM, M.COM, MBA (FINANCE), PG DIPLOMA IN E-BUSINESS AND MANAGEMENT

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📍 Location : Al Riyadh, Saudi Arabia
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A highly qualified and results-oriented **FINANCE AND COMMERCIAL PROFESSIONAL** with over **10 YEARS** of demonstrable experience in effectively managing **Finance, Audit, Administration and Supply Chain** related activities. Expertise includes conducting cash flow forecasts, managing taxation, developing financial strategies, preparing and executing operational and financial audits, follow-up and coordinating supply chain activities, and generating comprehensive management reports and analyses.

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER (FINANCE AND AUDIT)

JUNE 2018 – JANUARY 2025 (6 years)

EP TRADE LINKS, MALAPPURAM, INDIA.

Key responsibilities handled:

- Oversee and manage all income and expense related accounting, MIS and analysis.
 - Develop and maintain financial reports, budgets, and forecasts.
 - Monitor financial performance of the organization and provide strategic advice to management.
 - Analyze financial data and develop recommendations to improve profitability.
 - Preparation of sales tax returns and overseeing the filing process.
 - Manage cash flow and ensure adequate liquidity for the organization.
 - Prepare financial statements and audit report.
 - Valuation of company assets and liabilities.
 - Processing payments using the net banking system.
 - Training junior accounting clerks.
 - Preparing periodic reports to compare budgeted costs to actual costs.
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FINANCE AND PROCUREMENT COORDINATOR

APRIL 2016 - MAY 2018 (2 years)

EP TRADE LINKS, MALAPPURAM, INDIA.

Key responsibilities handled:

- Maintain accurate procurement records and manage the regular receipting and payments of the suppliers.
 - Monitor the status of all pending purchase orders.
 - Overseeing and supervising employees and all activities of the purchasing department.
 - Maintaining good supplier relations and negotiate pricing.
 - Assist in budgeting, bill paying and financial planning.
 - Maintain daily records of all transactions and financial transactions.
 - Monitor and manage inventory levels and stock availability.
 - Maintaining and updating supplier information such as quality, quantity and ensure timely delivery of goods and services.
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ACCOUNTANT

APRIL 2014 - MARCH 2016 (2 years)

SALALA AGENCIES, CALICUT, INDIA.

Key responsibilities handled:

- Preparing and analyzing accounting records and financial statements reports.
- Avoiding outstanding expenses and managing the petty cash.
- Assigning entries to proper accounts.
- Suggesting ways to reduce costs, enhance revenues and improve profits.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Using technology to develop, implement, modify, & document recordkeeping and accounting systems.
- Handling payroll.
- Communicate with customers regarding their outstanding debts, negotiating payment plans, settlements, or other resolutions
- Analyzing competitors and market trends.

ACADEMIC QUALIFICATION

TYPE	EXAMINATION	SCHOOL / COLLEGE	BOARD / UNIVERSITY	YEAR
Master Degree	Master of Commerce (M.Com)	SIMS distance education, Tirur, India	Bharathiar University, India	2018
Master Degree	Master of Business Administration (MBA)	Mohamed Sathak College, Chennai, India	Madras University, India	2014
PG Diploma	PG Diploma in E-Business & Management	Mohamed Sathak College, Chennai, India	Madras University, India	2013
Bachelor Degree	Bachelor of Commerce (B.Com)	Majlis Arts And Science College, valanchery, India	Calicut University, India	2012
Higher Secondary Education (HSE)	HSE	Farook English Medium School, kottakkal, India	Directorate of Higher Secondary Education, Kerala, India.	2009
High School Education (SSLC)	SSLC	Al Manar School, Chinakkal, India	Public Education Board, Kerala, India	2007

ACADEMIC PROJECT

- A study on quality of work life with special reference to kottakkal ARYA VAIDYA SALA.
- An Employees Satisfaction of TIPTOP Company Ltd, Kerala, India.
- An overall study about AM Motors Pvt Ltd, Kerala, India (Internship)

ADDITIONAL CERTIFICATIONS

- Active participation in 11th MMA All India Management Student's Convention organized by Madras Management Association.
- Attended training program entitled "Foreign Direct Investment" at MSCAS.
- Secured first rank in "stock wars" competition at Measi Institute Of Management, Chennai.
- Participated National Level Management Meet (**MUNAFASA2013**) at MSCAS.

SOFTWARE PROFICIENCY

- Tally. ERP 9
- Nepton Acro-BIS
- MS Office (MS Word, MS PowerPoint, MS Excel)
- Peachtree
- Photoshop
- Awareness of Oracle ERP & SAP ERP

PERSONAL STRENGTHS

- Good communication skill
- Excellent interpersonal relationship
- Creative skills
- Group task qualities
- Time management
- Decision making skills

PERSONAL PROFILE

Date of Birth : 01st MAY 1991

Sex : Male

Father's name : Musthafa. EP

Nationality : Indian

Religion : Muslim

Marital status : Married

Hobbies : Reading,
Listening to Music,
Watching Movies and
Traveling

Languages Known

English : Fluent

Hindi : Manageable for Official Purposes.

Arabic : Basic (Read & Write)

Malayalam : Native

Tamil : Speak

Passport Details

Passport No : Y3517586

Validity : From 04th JUN 2024 to 03rd JUN 2034

Visa Details

Iqama : Transferable Iqama

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

NIZAM ENGAPADALIL

Date: