

Resume



NITHEESH.V

Contact Information

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Sharjah, United Arab Emirates

Professional Objective

Looking for a Position in Accounts& Finance, where growth and prospects are unlimited, people are recognized by their work. Looking ahead to work in a challenging environment and strive for excellence. I would like to be a part of dynamic team and contribute my skills and service towards the qualitative enhancement of the organization.

Professional Experience (9 Years' Experience in UAE)

- Professional experience as **Accountant** in Perfect Polymers FZ LLC, Ras Al Khaimah UAE, From June 2017 to present.
- 6 Months Experience as **Accountant** in Classic Fashion Apparels Industries Limited (Garments Manufacturer) Jordan, From June 2016 to January 2017.
- 4 Years Worked as an **Accountant** in RAK National Markets, Ras Al Khaimah UAE, from October 2011 to October 2015.

Academic Qualifications

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|-------------------------|---|
| • B. Com (March 2011) | - Calicut University, Kerala |
| • Plus Two (March 2008) | - Board of Higher Secondary Examinations Kerala |
| • SSLC (March 2006) | - Board of Public Examinations Kerala |

Key Skills

- SAP R3
- Strong User in SAP Business One
- Expert Working Experience in MS Office (Word, Excel, Outlook, Power Point), Adobe Acrobat reader
- ERP Software
- Tally
- Oracle Based Software

Job Profile

Perfect Polymers FZ LLC (Ras Al Khaimah, UAE)

Role: Accountant (June 2017 to Present)

Job Description

- Purchase invoice booking
- Preparing monthly purchase report
- Petty cash handling
- Reviewing & Posting of Petty cash vouchers on day to day basis
- Reconciliation of Cash on day to day basis.
- Reconciliation of Banks & Intercompany transactions monthly
- Preparation of day to day Sales report
- Monthly Sales Commission Reports
- Reconciliation of Customers & Suppliers statements with ageing report
- Reconciliation of General Ledgers on monthly basis
- Preparing & Processing Payroll for more than 150 employees
- Preparing employees leave settlements & End of service benefits as per UAE Labor law
- Payables to Suppliers, Staff & other related parties
- Monthly Utility file updating
- Receivables follow up as per ageing report with the help of Sales Department
- Working on LC/DA/TT – Documentation process and submission with the banks
- Preparing cheque discounting documents and submitting it to the banks
- Online banking knowledge
- Preparing financial reports and submitting to the manager
- Assisting & coordinating with senior accountant for yearend audit works.

Classic Fashion Apparel Industries Limited (Jordan)

Role: Accountant (June 2016 to January 2017)

Job Description

- Purchase Invoice Booking
- Petty cash Handling
- Day to day Petty cash entry posting
- Attendance log preparation
- Daily and Weekly Reports to Manager

RAK NATIONAL MARKETS (Ras Al Khaimah, UAE)**Role: Accountant(October 2011 To October 2015)****Job Description**

- Petty Cash Expenses Entry Posting
- Create Local Purchase Orders
- Purchase Invoice booking
- Purchase return entry posting
- Attending Physical stock count
- Daily and Weekly Reports to Manager

Skills & Achievements:

- Experience in ERP Accounting
- Ability to work under pressure
- Excellent Communication Skill.
- Proficient in Computer
- Worked with Professional Accounting Team.
- Presentation
- Leadership capability
- Motivational capacity
- Confidence.

Personal Details

Permanent Address	:	Vadakkeveettil House, P.O Vatanappally, Thrissur Dist. Kerala, India-680614
Sex & Marital status	:	Male & Married.
Date of Birth	:	10-09-1990
Nationality	:	Indian (Kerala)
Languages known	:	English, Hindi, Malayalam and Tamil.
Passport details & Expiry	:	U2757127 & 19/01/2031

Declaration

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief. In the event of being given an opportunity to serve you, I assure that it shall be my endeavor to win the appreciation of my superiors by sincere and earnest hard work.

Place: Sharjah**NITHEESH.V**