

Nimisha Raichel Sam

General Accountant

Mobile : +971 55 481 7513

Email : nimisha.s91@gmail.com



Personal Information

Visa	:	Employment Visa
License	:	UAE Driving License
Date of birth	:	June 13, 1991
Marital status	:	Married
Nationality	:	Indian
Languages	:	English, Malayalam, Tamil, Hindi.

Summary

Insightful and self-motivated accounting and administrative accountant with 6+ years' experience and a degree in MBA finance. Ability to execute standard firm procedures, deliver quality audit assessment, build strong management and client relationships through active listening and independent objectivity. Employ critical thinking skills to examine issues and develop best practice solution which will in turn result in the symbolic growth of the organization.

Core Skills

- Experience in purchasing, payables, receivables, Revenue and Credit control.
- Proficient in Inventory management and audit assessment.
- Experience in maintenance of Books of Accounts and Taxation.
- Superior attention to detail and strong analytical reasoning
- Very strong team player or able to work alone

Work Experience

General Accountant

Danniyeh Royal Trading, Abu Dhabi, U.A.E.

Aug 19 to present

Responsibilities

- Manage accounting transactions, handle monthly, quarterly and annual closing of accounts
- Preparing of cash flow forecast.
- Handling of quotations, and preparing Financial model after ensuring sufficient Rfqs are received for the quotation to be issued to the client.
- Processing of the Bank Guarantee documents and submission of required documents in the bank after the confirmation from the management.
- Prepare Invoice, delivery notes and packing list at the time of delivery during the production.
- Follow up with the clients for accounts receivable and updating of the aging analysis.
- Ensure timely bank payments and other online transactions.
- Coordinate and complete annual audit.
- Compute tax and prepare quarterly tax returns in the FTA portal.
- Preparation of payroll by month end and submit it to the management.
- Conducting interviews for candidates applying in accounts dept.

Administrative and Accounting Officer

Arabian Time Holidays LLC, Abu Dhabi, U.A.E.

Jan 18 to June 19

Responsibilities

- Posting, vouching, reconciling & checking various general ledgers, bank accounts, accounts payables & receivables.
- Maintaining the books of accounts in Tally software including monthly review of account reconciliation and journal entries.
- Review revenue and expense account analysis and bank reconciliation.
- Coordinate with manager up to finalization of accounts.
- Organize periodic renewal of Licenses and submission of correct documentation and efficient collection of Licenses to take place when completed.
- Ensure all visa, medical, Emirates ID and labor permits are up to date and arrange timely renewal.
- Notify employees on documentation required prior to their visa expiry
- Maintaining proper records of incoming and outgoing correspondence; filing documents, reports, circulars, correspondence and other office documents and letters in a systematic manner and also responsible for the safekeeping of confidential documents.

Accountant

Schaefer GmbH. Middle East (Br.), Dubai Airport Free Zone (DAFZA), Dubai, U.A.E.

Nov 15 to Dec 17

Responsibilities

- Maintaining & checking Accounts Receivable & Payable ledgers, verifying and posting supplier/vendors invoices.
- Accurately record cash transactions like Payment Voucher, Receipts Voucher & Cheque.
- Generating & maintaining Bookkeeping like Invoice, Proforma Invoice, and Delivery Note & Purchase Orders in Tally ERP and preparing monthly / weekly and other periodical financial reports.
- Prepare Statement of financial position, fully reconciled & supported with relevant and original approved documents for AED & EURO Accounts & Submission of same to head office in Germany.
- Payment, follow-up and Preparation of cheque
- Correspondence with the Bank in regards to Telegraphic Transfers, Performance Bank Guarantees, Credit Facilities & Letter of Credit.
- Handling Petty Cash Expenses & maintaining Cash book accordingly.
- Maintaining payroll & processing monthly wages via WPS & salaries via TT Transfer.

Accounting Assistant

Orris Communication Systems, Abu Dhabi, U.A.E.

Jul 13 to Aug 15

Responsibilities

- Perform daily accounting transactions such as posting Invoices, issuing Vouchers, and Receipts.
- Process payment vouchers with adequate supporting documents and obtaining relevant approval prior to issuing payments.
- Over-all responsibility in ensuring a timely & accurate payment of invoices to give a paying reputation to suppliers and vendors
- Petty Cash handling. Perform timely daily reconciliation of cash
- Prepares Invoice to Clients as well as follow-up of payments.
- Issuances of receipts against the cheque / cash received and ensure deposit to the bank.
- Preparing of Statement of Accounts of respective clients and reconcile client ledger account.
- Recording the payments by entering them into a ledger and accounting software that includes the date paid, amount, method of payment and any balance due.

Technical Skills

- Experience in Accounting package Tally7.2, ERP 9.
- Experience in Accounting software Sage 50, Quick books.
- Proficient knowledge in MS Office, Outlook and Internet Savvy.

Academic Qualification

2014 - 2016	Master's in Business Administration (MBA) <i>Sikkim Manipal University, Abu Dhabi, U.A.E.</i>
2010 - 2013	Bachelors of Commerce (BCom) <i>Our International Institute (affiliated by Mahatma Gandhi University), Abu Dhabi, U.A.E</i>
2007 - 2009	Senior Secondary School <i>Abu Dhabi Indian School (affiliated by C.B.S.E, New Delhi), Abu Dhabi, U.A.E.</i>

Reference

References will be provided upon request