

# NILESH BHATIA



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Date of Birth : 04-03-1967, Age:54

Visa Status : Residence (U.A.E)

## Applying for suitable post in Finance dept / ERP Administrator

### Key Skills

- Financial Statement preparation
- Bank Statement & GL Reconciliation
- ERP Modules Implementation
- Streamlining Business Operations
- Vat Compliance & Return Filing
- Generating Financial Reports
- Financial Analysis & Review
- Year End & System Audit Reconciliation
- International Accounting Standards
- Cash Flow Management
- Customized M.I.S reports in Excel
- Inventory Stock Control

## Career Experience

Abu Dhabi National Hotels (High Spirits), Abu Dhabi.U.A.E.

Jan 2000 – July 2021

### *Present Position Held Chief Accountant.*

- Developing Financial policy with all Accounting Controls , Financial Analysis & Budget Forecasting Reports**
- Maintaining Chart of Accounts, as per accounting standards.
- Supervising the accounting team and verify accuracy of financial information, before submitting to department heads and Management
- Assisting the system administrator to implement ERP system with accounting flow and controls.
- Well versed with all accounting modules Fixed Assets, WIP, Bank reconciliation, Receivables, Payables, Salaries, HR & admin, Provisions, General Expenses, Depreciation.
- Providing real time reports for management, with Trial balance, Balance Sheet and income statement, IFRS reports for leased agreements. Filing of VAT on FTA website. Aging analysis for Debtors and creditors.
- Preparing Sales & Accounts related reports for management comparison with Budget & Last Year.
- Analyzing sales data SKU wise and client wise for sales team, to support business sales plan, and company objectives.
- Preparing Financial presentation with income statement vs LY / Budget.
- Excellent skills to work independently
- Coordinating with all departments regarding their operation, preparing flow chart for ERP system, once the system goes live, support users for any issues.
- ERP software implemented FOCUS POS / ORACLE FUSION CLOUD / FOCUS 10 CLOUD / PAYTRAX / MICROSOFT Business Central.

### PRIOR EXPERIENCE

#### *Payroll Administrator (Aug 1989 – Dec 2000) in Abu Dhabi National Hotels.*

- Maintaining staff salaries confidentially.
- Keeping all the High Spirits shop staff records / Vacation plain / Sick Leave / Without Pay / Termination staff
- Transferring the staff salaries on time, through WPS system.
- Reconciling the staff salaries with the General ledger
- Keeping soft & hard copies records for the auditors to check.
- Providing provision reports (i.e. Vacation / Indemnity ) to finance team.
- Maintaining Health Cards / Emirates Id / Passport copies for all staff i.e. ( Soft / Hard Copies )

## Education & Training

*Bachelor of Commerce (B.Com.), Financial Accounting & Auditing*

Siddharth College of Arts Science and Commerce, (1986 - 1989), major in Financial Accounting.

**Certificates:**

- ✓ City Computer Company
- ✓ MCP & MCSE
- ✓ Networking Eng. & Hardware
- ✓ Oracle



