



NIKHIL AMPI

Accountant

OBJECTIVES

To be part of a growing and reputed progressive organization, which provides ample opportunities for me to utilize my knowledge and skills in accordance with the latest trends and thereby, contributing to the success of the organization and thus leads to my professional and personal growth.

CONTACT

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EDUCATION

Bachelor of Commerce from Sree Vidhyadiraja NSS Arts College Kerala, India (2012-2016).

SOFTWARE SKILLS

- Tally ERP 9
- Gate Way ERP
- MS Office (Excel & Word)

Profile Summary

- More than four years of Professional Experience as Accountant.
- Extensive knowledge of Accounting, Banking, Reconciliation, Human Resource and Administration.
- Expert in Gateway ERP and Tally ERP 9.
- Sound knowledge in Employment Visa Processing.
- VAT documentation (reporting, recording and filling on quarterly basis).

Professional Experience

- **Accountant** in Ahmed Ishaq Technical Services L.L.C. Dubai-UAE, Since July 2018 to Feb 2021.
- **Accountant** in Sabari Distribution Private LTD - Kerala-India, from December 2016 to July 2018.
- **Sangam Manager** in Bharat Financial Inclusion Limited, Kerala-India, from August 2015 to November 2016.

Professional Summary

- **Ahmed Ishaq Technical Services LLC** – Accountant Dubai-UAE since July 2018 to Feb 2021.

Key Responsibilities

1 - Financial Reporting

Prepare Monthly Reports and present to Management on end of every month. The reports include the following:

- Cash flow statement.
- Budget forecasting.
- Preparing and analyzing accounting records and financial Statements.
- Income and Expenditure account statement.

2 – Accounting

- Manage the Accounting function: Accounts Receivables, Accounts Payable, Bank Book and Petty cash.
- Manage Treasury: Bank accounts and balances. Ensure daily payment collections from clients and deposit the same on respective bank accounts.
- Prepare and process Monthly Salary, Annual Leave Salary and Full and Final Settlement of the employees.
- Assist with VAT returns / refunds and VAT assessments as per UAE VAT law.

LANGUAGE KNOWN

- English
- Malayalam
- Tamil

PERSONAL SKILLS

- Leadership Quality
- Time Management
- Problem Solving
- Communication Skills

PERSONAL DETAILS

Date of birth : 22/09/1994

Sex : Male

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

Valid Until : 12/04/2022

- Processing of Sales Invoice
- Maintaining Cash book and Bank book
- Bank Reconciliation

3-HR Management

- Handling End to End HR Activities.
- Processing new visa application for employees.
- Handling Employee Medical Insurance.
- Managing annual leave of employees.
- Processing end of service benefits

4-Administration

- Documentation of financial transactions.
- Scrutinizing of Credit Card Expenses & timely payments.
- Timely renewal of administrative related documents (Trade License, Tenancy Contract, Various types of Insurance, Ejari, etc.)

- **Sabari Distribution Private LTD**, at Kerala-India –Accountant
(December 2016 to July 2018)

Key Responsibilities

- Managing Accounts Receivable
- Maintaining Petty Cash
- Maintaining Accounting Transactions and Book Keeping
- Preparing monthly Financial Reports
- Budget forecasting of Encashment
- Bank Reconciliation

Strength and Skill

- Goal oriented attitude.
- Fast learner to learn new environment and technologies
- Self motivated willing to shoulder Challenges and Responsibilities
- Can work under any kind of pressure and can lead a team.

Declaration

The above mentioned facts are true to the best of my knowledge. If given an opportunity, surely, I will work hard with the best of my abilities and talents.

NIKHIL AMPI