



# Nidhi Chauhan

## Professional Summary

- 1 Computer Operator and Programming Assistant from Industrial Training Institute, Delhi.
- 2 Computer Proficiency with MS Word, MS Excel, MS Power Point, Internet and Outlook.
- 3 Typing proficiency-English. Speed 35 words p.m.

## Work History

### CTEK ELECTRONICS TRADING LLC - Accountant DUBAI UAE

01/2022 - Current

**System Entry Record** :- Expense , bank, sale invoice and purchase invoices credit note entries record on daily basis

: **Stock Controlling**:- stock verification physically with accounting system , Stock management on excel and system on daily basis

: **Cash Management** Maintaining cash on hand ,cash receivables and sale cash and daily bank and cash reconciliation operations

: **Payment follow up** Taking care of Accounts receivables (sending invoice , chasing for payments by emails and phones

: **Bank Reconciliation** Daily Journal entries for accounts receivable, **Expense budget plan** for future and fixed expense and mandatory operations for clearing and office management

: **Logistics Management** Managing Import and Export clearing and following with logistics to avoid penalty and maintaining documents and preparing documents

: **Back office work**:- Bank & Etisalat management, dewa registration and renewal and kyc clearing, quotation comparison, Visa processing and Visa cancellation for employees

### Kyodo Technology Pvt Ltd - Accounts Manager Delhi India

05/2017 - 12/2021

**Maintaining daily vs monthly stock** inwards and outwards and balance stock verification physically with accountings

: **Familiar with Tally software** and filing timely GST taxes Return and TDS return.

: **Maintaining cash receivables** operation on Tally

: **Weekly and daily financial report** Analysing to check Profits & Loses, maintaining Monthly operations expenses reports.

: **Monitoring and analyzing accounting data** and produce financial reports or statements

: **Taking care of Accounts receivables** (sending

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91-8920224950
- 📍 Dubai United Arab Emirates

## Skills

- 1.Ability to maintain daily vs monthly transaction data and knowledge of Tally software, Quickbook, and zoho software and taxes compliances, able to manage monthly Vat Return and compliances.
2. Knowledge of dubai trade, zajel, dafza and jafza ortel visa process, Import clearing and BL processing.
3. Ability to manage AR, Inventory and Bank and Cash management
4. Ability to follow with customers and suppliers for keep work flow
5. Data auditing and analysis skills.

MS Excel knowledge and skills as lookups, pivot table, filter and advance filter, validation, if and countif condition and formulas, all Tally operations for maintaining financial records etc

## Education

03/2011  
**Symbiosis Pune.**  
Pune  
MBA: Business

invoice , chasing for payments )  
: Daily Journal entries for accounts receivable, Cash Forecasting from various payable clients  
: **-Maintain Human resource records** and maintaining salary data and leave analysis data, handling resume sorting and schedule interview to find good candidates.  
: **Maintaining customs reports**, analysis of shipping export and import expenses and responsible for clearing imports to avoid demurrages, coordinating with clearing agents to provide documents with deadlines and providing timely invoices, analysis of invoices with actual payable expenses.  
: **Maintaining Import and exports** payments invoices wise and other banking dealing documentation and coordination.

**Varun Electrodes Pvt Ltd - Accountant**

Delhi India

04/2015 - 05/2017

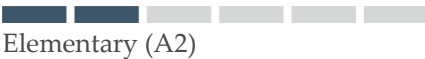
Familiar with Tally software for multiple work profile.  
: -Maintaining cash receivables operation on Tally  
: -Weekly and daily financial report Analysing to check Profits & Loses  
: -Monitoring and analyzing accounting data and produce financial reports or statements  
: -Taking care of Accounts receivables (sending invoice , chasing for payments )  
: Daily Journal entries for accounts receivable  
: -Cash Forecasting from various payable clients  
: -Fixed Asset Activity and debt activity  
: -Coordinate and maintaining annual audits  
: -Meet financial accounting objectives  
: -Establish and maintain all record files to document transaction  
: -High Attention to details and accuracy.  
: -Ability to direct and supervise

**English,Hindi**

Fluent in speaking and writing in Language English and Hindi

**Languages**

**English**



**Hindi**



03/2005  
**Maharishi Dayanand University**  
Rohtak, Haryana  
Master of Commerce: Business

03/2003  
**Delhi University**  
Delhi  
Bachelor of Commerce: Business