





NIHAL VK

GENERAL ACCOUNTANT

0542543882 

NVKMUHD@GMAIL.COM 

SHARJAH,UAE 

Accountant, 3 year of experience in the trading company . Lead complete activities of an accountant such as A/P, A/R and Payroll, coordinated end of the month closing procedure, Provide regular analysis of accounting issues and transactions, Bank reconciliation and monthly/year-end inventory reconciliation. Prepared month end supporting schedules including amortization of all prepaid assets.

EDUCATION

BACHELOR OF COMMERCE

University - JAMIA HAMDARD

JUNE 2017 – MARCH 2020

PROFESSIONAL DIPLOMA TALLY ERP

SREE SANGARACHARYA

JAN 2021 – MARCH 2021

SKILLS

- Financial Accounting
- Receivable
- Payable Management
- Reconciliation
- Inventory Management
- Taxation (VAT, Return Filing)
- Sales Coordination

AREA FOCUSED

- Accounts
- Inventory
- Stock
- Sales

SOFTWARE

- TALLY ERP
- EXCEL
- WORD
- MS OFFICE

LANGUAGES

- English : Intermediate
- Hindi : Fluently
- Malayalam : Native

PROFESSIONAL EXPERIENCE

ONE WAY ELECTRIC DEVICE TRADING LLC, ACCOUNTANT

Working as Accountant in “ONE WAY Elect Dev Tr.LLC” AND its Sister Concern companies “ZEE QAR T LLC” , “DIGITAL IDEA Tr.LLC” and “ STAR DIGITAL Tr.LLC”

2021 Nov - Till the Date

- Verifying, Posting and Cross Checking of Accounts, Bank Statement, Stock Statement and Inter Transfer.
- Preparation of Monthly Profitability Report, Cash Flow, Daily Reports and Monthly Consolidated Reports.
- Maintenance Accounts of Bills Payable, Receivables, Paid in Advance etc.
- Preparation Schedule of workings for Prepaid and Outstanding Expenses/Income.
- Preparing and Filing of VAT Returns Quarterly (As per UAE Law).
- Submission of monthly sales and purchase report.
- Communication with suppliers.
- Coordinate sale team and follow up debtors outstanding.
- Managing all Accounting Transaction of Four Companies.

DECOR DESIGNS, ACCOUNTANT ASSISTANT

NOV 2020-SEP 2021

- Answered phone calls regarding financial matters such as payments due.
- Provided clerical support to all accounting professionals in department.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Communicated with suppliers to reconcile invoice payments.
- Composed business correspondence and official documents to assist accounting staff.
- Took meeting notes to compose detailed summaries.
- Helped prepare month-end, quarterly and year-end closings.
- Analyzed and verified employee expense reports for accuracy.