



NIHAS MULLATHEL

ACCOUNTANT & ADMINISTRATION ASSISTANT

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SUMMARY

Results-oriented finance professional with 2 years of experience in accounting, administration assistant , and customer service . Proven track record in handling financial transactions accurately, providing exceptional customer support, and meeting sales targets. Proficient in financial software, accounting principles, and customer relationship management. Seeking a challenging role in Dubai to leverage my expertise and contribute to organizational growth.

WORK EXPERIENCE

ACCOUNTANT, ANANASS PAINTING & DECORATION WORKS LLC, DUBAI Jan 2024 - Present

- Preparing monthly, quarterly, and annual financial statements (income statement, balance sheet, cash flow statement).
- Tracking and analyzing costs related to maintenance operations, including labor, materials, and overhead
- Manage invoicing and billing processes for maintenance services rendered

FINANCE SALES OFFICER, BAJAJ FINSERV, INDIA May 2023 - Nov 2023

- Involved in promoting and selling financial products. Responsibilities included explaining product features. Assisted customers in applying for EMI cards and Exceeded sales targets
- Demonstrated adeptness in handling financial software, showcasing a high level of technical competency crucial for efficient and accurate processing of financial transaction and product presentation

OFFICE ADMIN , L'ACADEMY EDUCATIONAL CENTER , KERALA, INDIA Jun 2022 - April 2023

EDUCATIONAL INSTITUTION FOR ASSIST STUDIES OF STUDENTS

- Handled registrations, payments, make-up classes and other queries from parents
- Demonstrated proficiency in accounts keeping, maintaining financial records, and executing transactions accurately,
- contributing to the fiscal health and transparency of the educational institution.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION : FINANCE June 2019 - April 2022

UNIVERSITY OF CALICUT

HIGHER SECONDERY EDUCATION June 2017 - April 2019

GOVERNMENT OF KERALA

CERTIFICATES

- DIPLOMA IN CORPORATE PROFESSIONAL ACCOUNTANT AND FINANCE MANAGER
- SOCIAL MEDIA MARKETING
- HEALTH CARE ASSISTANT

LANGUAGES

- | | |
|-------------------------------------------------------|------------------------------------------------------|
| • MALAYALAM
Native or Bilingual Proficiency | • ENGLISH
Professional Working Proficiency |
| • ARABIC
Limited Working Proficiency | • GERMAN
Elementary Proficiency |
| • HINDI
Limited Working Proficiency | • TAMIL
Professional Working Proficiency |

TECHNICAL SKILLS

- Microsoft Office
- CRM Softwares
- HRM Softwares
- Gulf VAT Filling
- TALLY,ZOHO, QB

SOFT SKILLS

- Excellent Communication Skill
- Customer Service Orientation
- Patience and Resilience
- Adaptability