

# NILESH G THANKI

Accounts Manager



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Versatile, enthusiastic, and result driven professional with track record of more than 19+ years of experience gained within leading companies in U.A.E & INDIA. Proven expertise in providing world-class Accounts, Procurement and Office Management Support services and abilities in performing wide range of administrative works and personnel relation. Known to be sociable, can mingle and effectively deal with multicultural clientele and ensure customer satisfaction. Innovative and well-organized team player with excellent communication, analytical, problem solving, negotiation, organizational, time management and IT skills with presentable personality and professional business style.

## AREAS OF EXPERTISE

- ✓ Credit Control & Forecasting
- ✓ Holds 18+ years professional Gulf experience
- ✓ Managerial Reports, MIS Reports
- ✓ Administrative Office Management skills
- ✓ Strong Customer Service Orientation
- ✓ Initiative driven & quick learner personality
- ✓ Bookkeeping
- ✓ Monthly Analysis (Income & Expenditure)
- ✓ Adaptable to new concepts & challenges
- ✓ Bank Reconciliation
- ✓ Finalisation of Accounts
- ✓ Contract Negotiation & Finalization of Deals

## ACADEMIC CREDENTIALS

### Bachelor of Commerce

Saurashtra University, Gujarat, India

## CAREER SNAP SHOT

### ONYX EXCHANGE, DUBAI, U.A.E

16th June 2014 to Till Date

### POSITION: Finance Manager

- Maintaining & Handling Books of Accounts up to finalization.
- Application & Renewal of Bank Guarantees,
- Preparing foreign currency Exchange gain & Loss with other Exchange Houses and Banks.
- Lesion with company auditors & preparation of audit requirement statement.
- Stock checking, Scrutiny of accounts, Internal Auditing.
- Day to day Computerized accounts.
- Checking General Ledger, Bank Reconciliation, Agents Reconciliation.
- Checking daily Western union Reconciliation.
- Bills Payables & Receivables.
- Profit & Loss Account & Balance Sheet Fund Flow Statements, Credit Control, Branch performance Report.
- Preparation & Allocation of receipts, Review of ageing report, Management Reports, Review Credit Limit, Collection Follow Up, Facilities and Infrastructure set up and upkeep.
- Monthly & Quarterly Return submit to Central Bank.
- Quarterly VAT prepare and submit to FTA.

**COSMIC GENERAL TRADING L.L.C, DUBAI, U.A.E**  
**March 2013 to 15<sup>TH</sup> June 2014**

**POSITION: Accountant Supervisor**

- Maintaining & Handling Books of Accounts up to finalization, UAE & Overseas Branch.
- General Ledger, Bank Reconciliation,
- Bills Payables & Receivables, Statement of Inventory, Preparation of Branches Trading,
- Profit & Loss Account & Balance Sheet Fund Flow Statements, Credit Control, Branch performance Report.
- Preparation & Allocation of receipts, Review of ageing report, Management Reports, Review Credit Limit, Collection Follow Up, Facilities and Infrastructure set up and upkeep,

**ORIENT EXCHANGE CO L.L.C, DUBAI, U.A.E**  
**January 2006 to January 2013**

**POSITION: Accountant.**

- Maintaining & Handling Books of Accounts up to finalization, General Ledger, Bank Reconciliation, Bills Payables & Receivables, Statement of Inventory, Preparation of Branches Trading, Profit & Loss Account & Balance Sheet Fund Flow Statements, Purchase Budgets, Credit Control, Branch performance Report, Invoice Generation, Preparation & Allocation of receipts, Review of ageing report, Management Reports, Review Credit Limit, Collection Follow Up, Purchase Budgets, Facilities and Infrastructure set up and upkeep, Preparation of year end schedules and reports for Audit.

**NPG UNIQUE COMPUTERS, PORBANDA, GUJARAT, India**  
**July 2002 to December 2005**

**POSITION: Accountant**

- General Ledger, Bank Reconciliation, Bills Payables & Receivables, Statement of Inventory, Preparation of Branches Trading, Profit & Loss Account & Balance Sheet Fund Flow Statements, Purchase Budgets, Credit Control, Payroll Preparation, Petty cash disbursement, Collection Follow Up, Invoice Generation and RV preparation, Monthly Reports.

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**TECHNICAL SKILLS / TRAININGS**

- Advanced Diploma in Computerized Financial Accounting Using TALLY
- Diploma in Computer Application comprising the following subjects:
  - ✓ OPERATING SYSTEMS : WINDOWS 2000, XP, VISTA
  - ✓ APPLICATIONS : MS OFFICE

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**LANGUAGES KNOWN**

**ENGLISH** : READ, WRITE & SPEAK

**HINDI** : READ, WRITE & SPEAK

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## PERSONAL PROFILE

**DATE OF BIRTH** : 06<sup>TH</sup> August 1981

**NATIONALITY** : INDIAN

**GENDER** : MALE

**MARITAL STATUS** : Married

**VISA STATUS** : EMPLOYMENT (U.A.E)

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## PASSPORT DETAILS

**PASSPORT NUMBER** : T 5325630

**DATE OF ISSUE** : 07 / 05 / 2019

**DATE OF EXPIRY** : 06 / 05 / 2029

**PLACE OF ISSUE** : Dubai

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## OTHER SKILLS

- Good PC Skills, [Commercial Correspondence](#), [Database management](#), back up support to the Reception, [Documentation](#), [File Management](#), [Bookkeeping](#)

## Trainings/Seminars Attended:

- AML/CTF Advanced
- Identifying and Mitigation Money Laundering and fraud Risks in the Financial Institutions.
- Orient Exchange Products and Services
- Quality Management System Training