**CURRICULAM VITAE**

**NIKHIL**

[**NIKHIL.336862@2freemail.com**](mailto:NIKHIL.336862@2freemail.com)

**CAREER OBJECTIVES**

To be an active contributor to ensure through dedication and hard work that I fulfill all the responsibilities vested in me by my job and seeking a challenging environment that encourages continuous learning and creativity, providing exposure to new ideas that stimulate professional and personal growth. I would like to serve my talents furthermore here to work, utilize my background abilities and interests while providing for development of the organization.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational**  **Qualification** | **Board/University** | **Institution** | **Year** | **Percentage Scored** |
| BBA  (Business Administration) | Bharathiar University, Coimbatore (SCE) | Institute Of Professional Management Studies, Trivandrum | 2016 | 75 |
| Plus Two | Kerala Board | St Antony’s Hr. Sec. School, Trivandrum | 2012 | 70 |
| SSLC | Kerala Board | St. Joseph Hr. Sec. School, Trivandrum | 2010 | 63 |

**IT SKILLS**

* MS Word, MS Excel, MS PowerPoint
* Data Base & Spreadsheet
* E-Mailing
* E- File System
* FALCON EPR
* DTP
* Photoshop
* Coral Designing

**ACHIEVEMENT & ACTIVITY**

* Maintained a highly motivated team of colleagues and juniors.
* Participated in many seminars & programs.
* Effective communication.
* Problem solving and Decision making.
* Attention to detail and Quality.

###### PERSONAL INFORMATION

Date of Birth : 26.01.1994   
Nationality : Indian  
Religion : Christian

Marital Status : Single

Visa Status : Residence Visa

Visa Expiry Date : 03.10.2017

###### LINGUISTIC CAPABILITIES

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|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Tamil | No | No | Yes |
| Malayalam | Yes | Yes | Yes |

**PROFESSIONAL EXPERIENCE**

* Working as Administration Executive in YOUNIS JANAHI GENERAL TRADING COMPANY L.L.C. , Dubai , U.A.E from August 2015 to Present

**NATURE OF JOB**

* Manage the day to day financial transactions of the company.
* Supervise the whole range of Accounts Payable, Receivable.
* Managing & Controlling Terms, Modes of Payments of according to contract.
* Prepare payment voucher, Journal voucher, Credit voucher, Debit voucher.
* Check Monthly Bank Reconciliation Statement of all bank accounts maintained; resolve any difference in a timely manner.
* Liaising with domestic/international suppliers and buyers regarding the dispatch and shipments of the goods. Also conversing and following-up with them regarding the opening and amendments of L/C, discharge of documents, terms of payment and remittance of funds.
* Preparation and processing of key documents like sales and purchase contracts and the maintenance and updating of the various files and records containing audit details, bank facilities, stock customer and supplier accounts.
* Liaising successfully with the bankers to ensure smooth cash flow for operations and also correspond with them on aspects, regarding the discharge of import/export documents, telex transfers, trust receipts, letter of credits and bills discounting.
* Enter all transaction of bank, petty cash voucher and Journal voucher’s in accounting software on daily basis and performing month end closing.
* Worked as a Tour Operator in Mango Tours & Travels Trivandrum, Kerala, India on February 2015 to June 2015

**NATURE OF JOB**

* Preparing Itinerary for Tour Packages.
* Reserving Hotels & Flights.
* Interacting with the customer.
* Guidance for the Tourist.
* Worked as Administration Executive in Home Tech Builders & Developers Trivandrum, Kerala, India on June 2013 to December 2013
* Worked as Administration Executive in Paradise Homes Builders & Developers Trivandrum, Kerala, India on June 2012 to December 2012

**NATURE OF JOB**

* Document Management
* Data Entry
* Mail and package delivery
* Preparing Time Sheet.
* Maintain accurate calendars, schedules and key data.
* Preparing summary report of completed projects.

**COMPETENCIES**

* Pleasing Personality
* Hard working and committed to Excellence
* Good team and time management.
* Meeting the guidelines of company and the goals as provided.
* Fast learner, adapt well to changes and pressures in work place
* Have the ability to handle and solve any risk.
* Work effectively with diverse groups of people

**DECLARATION**

I do hereby declare that all the above mentioned information is true to the best of my knowledge and belief. And I bear the responsibility of the correctness of the above mentioned particulars.