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**NITIN**

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**Profile**

**Seeking a Position – Assistant Accounting**

## **Professional Profile**

Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization creating a sharper edge within the industry. Aspire for a challenging role to contribute to the company’s growth and in turn ensuring personal growth

Within the organization.

## **Personal Skill**

* Worked with diverse people. Understand the cultural differences and sensitivity.
* Listen and understand others perspective.
* Attention to detail to ensure accuracy.
* Hard work under pressure and tight deadlines.
* Efficiently managed every accounting tasks handed over by team supervisors and completed tasks to satisfaction.

## **Functional Skills**

**Logistics**

* Coordinated all documentation for overseas shipments, including legalization of documents and compliance with requirements of Letters of Credit.
* Prepare all documents needed for shipments coming into the area, and shipments leaving the area, and goods redeemed from customs.

**Administration**

* Research, price and purchase office furniture, equipment and supplies.
* Arrange for the repair and maintenance of office equipment.
* Handling the general office administration.

**EDUCATION & TRAINING**

* Completed **B.Com (Full time)** from Mumbai University in 2007.

**Experience**

**Blue Sea Shipping Agency LLC, UAE Feb 2012~ to Present**

Blue sea shipping agency LLC held responsible for Crew transfers, Customs Documentation, and Waste Declarations Handling Shipments and Cargo, and the general interests of its customers, at ports and harbors.

**POSITION: ACCOUNTS EXECUTIVE**

* Responsible for daily accounting of the company
* Reconciliations of ( Bank , Dubai customs , Port of Fujairah)
* Credit monitoring and controlling.
* Analyzing profit for each job and preparing sales man report along with commission.
* Ensuring accounts Receivables, Payables adhere to financial policies.
* Preparing Cash Flow statement
* Handling Petty Cash.
* Variance Analysis for Admin/ HR and Logistics (Actual vs Budget vs Forecast)
* Monthly meeting with Credit Controller.
* Prepare general ledger entries and trial balance.
* Monthly closing entries
* Correspondence with banks.
* Making payment through TT
* Preparing salary in WPS (Wages Protection System) monthly
* Paying leave salary and gratuity to employee
* Disbursement queries and Invoicing to customers
* Internal / external audit requirements / Clarifications.

**PLATINUM 3 , Sharjah, UAE 2008 Sep~ to Jan 2012**

Platinum3 FZC has been manufacturing and supplying high quality leather garment since 1971 for leading brand names across the globe.

**POSITION: ACCOUNTS EXECUTIVE**

* Purchase & Sales Accounting including Invoicing
* Monthly closings and preparation of monthly financial statements
* Maintaining Inventory Registers
* Preparing payroll & distribution.
* Standing guarantee.
* Bank reconciliation.
* Opening letter of credit / Amending of letter of credit with bank.
* Assist with Finalization of Accounts and Audits.
* Daily report to prepare and submit to manager.
* Preparing documents as per letter of credit terms and submitting to bank.
* Bank Interest calculation.
* Assisting in Inventory Count.
* Preparing certificate of origin from Chamber of commerce.
* Handle the general office administration.
* Making adjustment entries for end of period
* Correspondence with Bank and Buyer.
* Coordinated all documentation for overseas shipments, including legalization of documents and compliance with requirements of Letters of Credit
* Preparing documents and clearing export and import shipment
* Immigration process for absconding employees

**Euclid Infotech, Mumbai, India** **2007 Aug ~ 2008 July**

Euclid InfoTech is the largest and most comprehensive source of International Tenders, Bids, RFP's, Contracts, Upcoming Projects Information and Bidding Consultancy from the Public Procurement Domain worldwide.

**POSITION: Accounts Executive**

* Review of all accounts payable invoices that have been vouched including general ledger account code, invoice dated, back up and approval signatures, purchase orders, and all audit requirements.
* Reviews purchase orders, maintenance and entry of general ledger chart of accounts.
* Assist with closing of accounts payable month end and general ledger month end.
* Prepares daily cash disbursements journal and weekly cash status report.
* Assists with preparation of schedules and spreadsheets to reconcile balance sheet accounts.
* Prepares bank reconcilements, reviews payroll and quarterly reports and submits to controller for approval.

**Software & Computer Knowledge**

* Tally ERP 9, ERP Software, Word, Excel, PowerPoint and outlook.

**PERSONAL INFORMATION**

Marital Status: Single

Age: 30 years

Visa Status: Company Sponsorship

Available to join: 1 month

UAE Driving License: Yes