Niha



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***Objective***

*Seeking a challenging Accountant position where my education and job experience will contribute to productivity, profitability, betterment of my organization and my career prospects.*

 Experience Summary

**SPECIALIZATION:**

***SAP-FI:-***

*Specialized in Accounts Payables*

*Tally ERP 9*

*General ledger Accounting*

*Report Proficiency*

*Analytical*

*Account Reconciliation Expert*

*Budget Expertise forecasting*

*Oriented*

*Business Analysis*

**FUNCTIONS SERVED:**

*Accounting*

*Financial Services*

*Auditing*

*Administration*

**EDUCATION:**

*Master of Commerce (Cost Accounting and Auditing)*

*Graduation (Financial Accounting)*

**SKILLS:**

*SAP Consultant*

*Tally ERP 9*

*MS Excel*

*MS PowerPoint*

*MS Word*

*Excellent Communications*

*Advance Excel*

*I have been with AFNAN REAL ESTATE REGISTRATION TRUSTEES since May 2015. I started my career in 2012 with HK Enterprises in India as an Assistant Accountant, then promoted to Accountant in the year 2016. I am an efficient, multi-faceted, flexible and service-oriented professional offering a unique combination of analytical and diversified skill sets covering Business Analysis, Accounting skills, Client Relations, Administrative Support with excellent communication and inter-personal skills.*

***SUMMARY TABLE***

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of Company* | *Country* | *position* | *Experience* |
| *Afnan Registration Trustee* | *Dubai,U.A.E* | *Accountant* | *Present* |
| *HK Enterprises* | *India,Mumbai* | *Assistant Accountant* | *11 Months* |
| *HK Enterprises* | *India, Mhasla* | *Assistant Accountant* | *1 year 2 Months* |
|  |  |  | *3 years 4 months.* |

Accountant (Afnan Real Estate Registration Trustees)

 Afnan – Accounts and Administration Department

 (Accountant / Administration) - Dubai , May 2015 to Present(On notice period)

* *As an accountant at Afnan RT, my goal is to conduct business analysis and target the potential and bring proper and error free financial statements and records. Primary responsibilities include preparing journal entries, maintaining balance sheet schedules and ledgers and account and bank reconciliations. Assisting with monthly closings and account analysis and supporting the senior accountant in carrying out the responsibilities of the accounting department.*

 Current Job Responsibilities

* ***Accounting Function: (In TALLY ERP 9)***
* *To prepare all purchase orders and invoice.*
* *Verify day end report with that of vouchers.*
* *To prepare regular reports and summaries of accounting activities.*
* *Preparation of monthly sales reports, purchase report and other necessary reports required by management and auditor.*
* *Petty Cash Handling.*
* *To assist senior accountant in preparing periodical trial balance.*
* *To Calculate and distribute wages and salaries (Pay roll).*
* *Preparing regular reports and summaries of accounting activities.*
* *Reconciliation of supplier account and GL control accounts.*
* *Maintain Day Book, Sales Register, Posted ledgers.*
* *To Handle and maintain accounts up to finalization.*
* *To record of all kinds of bank transaction.*
* *Preparation of outstanding statement of all clients*

***Office and Administrative functions:***

* *To provide administrative support to the office & other administrative works as required.*
* *Filing of Correspondence & other records.*
* *To supply the correct information to customers.*
* *Interact with customers/ clients to provide information in response to inquiries about the services.*
* *To maintain cordial relationship with existing customers via meetings, telephone calls & e-mails.*
* *Processing of back office operations using MS Office.*
* *Preparation of reports of business transactions & to keep the accounting information updated.*
* *Preparation of Vacation settlement and final settlement.*
* *Preparation of reports on Excel sheet required by management.*

Achievements ( Afnan RT)

* *Promoted as “Accountant” in the month of Jan 2016 for consistent performance and for presence of mind.*
* *Recognized by the other staff for an “Exceptional Performance”.*
* *Awarded the ‘best employee of the Accounts Department’ twice in one single year considering excellent analytical, judgmental, quick decision making and great problem solving skills*
* *Appreciated at work for proficiency in using PeopleSoft and the company’s comparative finance information system*
* *Proved to be one of the top employees who submitted every due report before time*

Assistant Accountant (HK Enterprises)

(Account Assistant)-Mumbai(INDIA),January2014 November 2014

* ***Money out****– making payments and keeping the bills paid*
* ***Money in****– processing incoming payments*
* ***Payroll****– make sure everyone gets paid (including the government)*
* ***Reporting****– preparing financial reports, e.g. P&L, Balance sheets and*[*budgets*](http://www.pcg-services.com/budgeting-business-kiss/)
* ***Financial Controls –*** *to avoid errors, fraud and theft*

Job Responsibilities

* *Production profit and loss statement.*
* *To complete and maintain sales invoices and reports.*
* *Accruals & prepayments.*
* *Preparation of the Accounts Pack for review.*
* *Bank reconciliation, posting and balancing.*
* *Weekly wages, petty cash and other journal posting.*
* *Daily bank receipts postings.*
* *Year budget preparation.*
* *Year end audit analysis.*
* *Reports on debtors and creditor*

Assistant Accountant (HK Enterprises)

(Account Assistant)- (MHASLA- June2012 to August 2013):

Job profile for this company & above company are same as this is the branch of above company.