NIKHIL

Email: [Nikhil.353042@2freemail.com](mailto:Nikhil.353042@2freemail.com)

**Summary**

I am a hard-working, motivated professional with loads of initiative and enthusiasm. I am valued for the accuracy of my work and have yet to encounter a deadline I couldn’t meet. More than anything, I am looking for a stimulating position in a supportive team where I can continue to exercise and develop my skills.

**Work Experience**

**January 2012 – Present: Payroll Accountant**

Al Reyami Group of Companies, Al Karama, Dubai, UAE

**Responsibilities**

* Processing monthly payroll of 2,500 employees, ensuring timely payment of salaries and entitlements
* Processing salaries through WPS system
* Producing payroll reports
* Processing superannuation, group certificates and monthly reconciliations
* Preparing year-end payment summaries and all other year-end requirements
* Liaising with superannuation administrators
* Processing accounts payable
* Reconciling payroll related accounts and bank statements
* Answering staff payroll enquiries

**Achievements**

* Identified a major redundancy in our payroll processing system that, when eliminated, resulted in a smoother and more efficient workflow, quicker processing time and reduced labour
* Familiar with WPS system
* Proficiency in Oracle
* Moved payroll to Oracle Software, which resulted in smoother processes
* Solved numerous major reconciliation discrepancies

**January 2010 – December 2011: Accounts Assistant**

Al Reyami Group of Companies, Al Karama, Dubai, UAE

**Responsibilities**

* Assisted the Payroll Manager in head office with fortnightly and monthly payroll and payroll reports
* Reconciled accounts
* Data entry
* Data checking
* Processed timesheets, superannuation and group certificates
* Updated employee records, including new hires, terminations and changes of address
* Preparing leave pay and full and final settlement as per UAE labor law
* Liaising with employees to clear their payroll related queries

**September 2007 – December 2009: Accounts Assistant**

Al Reyami Builders LLC, Al Karama, Dubai, UAE

**Responsibilities**

* Assisted the Chief Accountant
* Data entry
* Invoices booking
* Preparing payment and receipt vouchers
* Accounts reconciliation
* Handling petty cash

**May 2005 – August 2007: Accounts Assistant**

Kairali Heritage Resort, Kannur, Kerala, India

**Responsibilities**

* Assisted the Accountant Manager
* Data entry
* Stock taking
* Invoices booking
* Preparing payment and receipt vouchers

**Education**

* Plus -2 Commerce from Board of Kerala, India
* Diploma in Computerized Financial Accounting (Tally, Peachtree, DacEasy & Ex Next Generation)
* Diploma in Computerized Office Automation
* Certificate in Practical Hardware Course
* Diploma in Electronics Instrumentation from Board of Kerala, India

**Skills**

|  |  |  |
| --- | --- | --- |
| **Software** |  | **Yrs experience** |
| Oracle (Payroll, Receipts & GL) Systems |  | 3 years |
| RBS Accounting Systems |  | 4.5 years |
| Tally 7.2 |  | 2 years |
| MS Word |  | 10 years |
| MS Excel |  | 10 years |
| Outlook |  | 8 years |
|  |  |  |

**Interests**

My interests include playing cricket and football, surfing on net, listening music.

**Personal Details**

Date of Birth : 02-05-1984

Sex : Male

Marital Status : Married

Nationality : Indian

Languages : English, Hindi, Malayalam

Driving Licence : Valid UAE driving licence (Issued by Dubai Govt.)

**Declaration**

I hereby declare that the above statements are true to the best of my knowledge and belief.

**Nikhil**