**Nimisha**

**Manager Accounts & Finance**

E-Mail: nimisha.382411@2freemail.com

***Seeking middle level managerial assignments in Administration, Finance & Accounts with a growth oriented organisation.***

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with **over 10 years** of rich experience in Management, Finance & Accounts, Auditing, Taxation, Cash Management, Team Management and MIS in India and the UAE.
* A hardcore Administrator cum Manager well versed in chasing targets and deadlines. Specialise in making operational procedures easy and legally compliant.
* Proficient in managing the preparation and maintenance of statutory books of accounts with extensive knowledge in handling auditing & taxation related matters.
* Adept at managing day to day accounts oriented functions in coordination with internal / external departments for smooth operations.
* Proven skills in managing teams to work in sync with the corporate objectives & motivating them for achieving organisational and individual objectives.
* An effective communicator with excellent relationship management skills and strong analytical, leadership, decision making, problem solving & organizational abilities.

**ORGANISATIONAL EXPERIENCE**

**Tenure Company Name Designation**

**Since Jan’15 till**

**June 2018 AURA79 DMCC, Dubai Manager**

**July’14- Dec’14 AB AURUM DMCC, Dubai Accounts Manager**

**Feb’11- June’14 Yatra Online Pvt Ltd**

 **TSI Yatra PVT LTD(B2B) Assistant Manager, Accounts**

**Jun’04 -Dec’10 Ananya Travels Pvt. Ltd., Lucknow**

 ***Growth Path***

***Jun’04 – Jun’06*** *-* ***As Assistant Accountant***

***Since June’06 - As Manager (Accounts)***

**Aug’03 – Jun’04** **Ajay Singh & Company, Lucknow** **Audit Clerk**

 **(Chartered Accountant)**

**ARTICLESHIP**

**Tenure Company Name Designation**

Nov’02 – Jun’03 G.P. Gupta & Company, Lucknow Article Clerk

 (Chartered Accountant)

Jun’99 – Jan’02 Kapoor Raj & Company, Lucknow Article Clerk

(Chartered Accountant)

**CORE COMPETENCIES**

***Managerial Functions***

* From establishing to running and handling governmental and private formalities for **AURA79DMCC** a free zone company set up at DMCC Dubai.Ensuring day to day operations, management, communication with African and Indian offices and International clients. Responsibility also involved maintenance of bank account of the company and ensuring legal compliance with the Dubai norms.
* Reporting and reviewing the standards of the company by preparing daily, monthly, quarterly and annual reports and sharing it with the Board of Directors. This includes brainstorming and designing new pathways for attaining new growth areas for the company.
* Responsible for overseeing all administrative functions in business. A major part involves leading and directing employees. Handling administrative tasks, such as accounting, paperwork and payroll, while giving the freedom to deal with other issues. In doing so, ensures administrative efficiency, proper procedure, implementation of policies and employee morale.
* Contributes to team effort by accomplishing related results as needed.
* Maintain quality service by establishing and enforcing organization standards.
* Monitor the ongoing Financial performance of the company and provide continued visibility to management.

***Accounting Functions***

* Ensuring timely preparation & maintenance of statutory books of accounts, cash book, journal, vouchers and reconciliation of financial statements in compliance with the norms.
* Reviewing the financial position of the company through annual reports while ensuring analysis of expenditure on a monthly basis to control expenses.
* Monitoring the preparation and maintenance of P&L Account and Balance Sheet.
* Evaluate suppliers and other contracts/agreements to ensure costs are recognized in accordance with company policy and Accounting standards.
* Understand and resolve any Financial Ledger reconciling.
* Managing payment and recovery from Debtors and arrangement for Airlines and other suppliers.

***Auditing & Taxation***

* Handling the complete planning & management activities for ensuring completion of internal, statutory and external audits within time and cost budget under Companies Act, 1956.
* Preparing tax plans and ensuring timely assessment and filing of Income Tax, Service Tax & Sales Tax related matters in compliance with Statutory Tax Acts.
* All other taxes like VAT & Ticketing Taxes .

***Cash Management / MIS***

* Ensuring that timely payments are made to / received from creditors / debtors.
* Preparing periodical cash flow, fund flow related statements for Monthly Sales, Purchase, Budget, Plan, Cash Flow, Fund Flow Reports, Monthly Stock Report, etc.
* Supervising the preparation of MIS reports and analysing the same to provide feedback to the top management on business performance, viz. monthly turnover, profitability, etc.
* Responsible for optimisation of cash outflows through timely reconciliation of supplier accounts.
* Interacting with team members in knowledge sharing and development and taking ownership of the MIS reports.

***Team Management***

* Leading, mentoring, training & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
* Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.

**NOTEWORTHY MILESTONES**

* Successfully running a company at Dubai free zone. Handling administration, operations and finance single handedly.
* Successfully conducted audits for Vivekanand Hospital, Lucknow and State Government organisations like DUSS, C&DS, etc. in India.

**ACADEMIC QUALIFICATIONS**

* Advance Diploma in Business Administration – Finance from ICFAI University, Distance Learning.
* Masters Degree in Commerce (M.Com.) from University of Kanpur in 2004.
* Bachelors Degree in Commerce (B.Com.) from University of Lucknow in 1998.

**SKILLS**

* Ability to manage, delegate, motivate and monitor team activity.
* Drive to continually improve processes and seek new challenges.
* Ability to work well under pressure, work accurately with attention to detail and meeting deadlines.
* Excellent interpersonal skills with the ability to communicate at all levels with both financial and non financial management.

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| **IT SKILLS** |

* MS Windows (XP, 7, 8, 10)
* MS Office (Excel, Word, Outlook)
* Internet Applications
* Accounting / ERP Software (Tally 4.5 / 5.4 / 9.0 ERP), MID OFFICE, winYatra etc.

**PERSONAL DETAILS**

* Date of Birth : 06th December 1978
* Visa Status: Visit