



# Nidhu Viswambharan

## Junior Manager, Accounts

Experienced Accountant with a 3+ years of working in Finance field . Skilled in Bank Reconciliation, Accounts Payable and Receivables ,Petty Cash Handling , Foreign Purchase and Shipment clearance, Document Management, and Administrative Assistance. Possess an MBA with a focus in Finance and Human Resource Management .Seeking to leverage accounting expertise and experience in to a managerial role.



nidhukiran@gmail.com



+971555703431

## PERSONAL DETAILS

Sex & Age : Female, 31  
Date of birth : 15/10/1988  
Marital status: Married  
Citizenship : Indian  
Visa status : Husband  
sponsorship  
Passport No.: L 5666207  
Visa Expiry Date:17/11/2021

## SKILLS

SAGE 50

Microsoft Office

Communication

Time management

Critical Thinking

Handling Pressure

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Tamil

Full Professional Proficiency

## INTERESTS

Travelling , Music ,  
Cooking , Internet  
Browsing and Meeting  
New People

## WORK EXPERIENCE

### Junior Office Manager Saturn Gulf FZE

10/2015 – 11/2017

Dubai, UAE

#### Responsibilities

- Collect, organize and record accounting documents in SAGE 50.
- Recording payment and receivable entries.
- Issues invoices & follow up payable & receivable accounts.
- Monthly salary preparation
- Handling Petty cash and monitoring the cash flow on daily, weekly & monthly basis.
- Complete Bank Reconciliation every month.
- Assisting auditor for monthly auditing
- Managing foreign purchases and shipment clearance.
- Follow- up client invoicing and payments.
- Maintaining records of suppliers accounts & organize payments.
- Calculating & recording of landed cost for purchases & updating inventory

Contact: Mr. Pradeep Kumar – +971506315860

### Accounts Assistant Yam General Trading Co. LLC

03/2015 – 09/2015

Dubai, UAE

#### Responsibilities

- Maintaining accounts in Tally ERP 9
- Handling petty cash.
- Maintaining customer's documents for providing financial services
- Co-ordinate with customer & update the status of fund processing daily
- Managing monthly payroll processing and ensure smooth operation of payroll accounting
- Maintain confidential employee information & records.
- Preparing and submitting monthly staff commissions and incentives.
- Handling office administration.
- Identify employee related issues & to provide solutions for the same.

### Accounts cum Administration Assistant Vitta International Inc

06/2014 – 12/2014

Dubai, UAE

#### Responsibilities

- Maintaining customer's documents for providing financial services.
- Handling office administration and helps in office accounts keeping.
- Coordinating with Banks representatives on behalf of customers for arranging funds as per their needs.
- Co-ordinate with staff and update the status of fund processing daily.
- Preparing and submitting monthly staff commissions and incentives.
- Preparing and submitting weekly and monthly analysis to the head of the department.
- Preparing Job description for recruitment and shortlist the candidates for interview.