

# CURRICULUM VITAE



## NIKHIL WILSON PAIS

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Dubai-United Arab Emirates

### PROFESSIONAL EXPERIENCE:

**Proprietary company of CA Joseph V.G**

**Worked as an Audit assistant, Chikmagaluru.**

**[JULY 2017 - DECEMBER 2020]**

#### Key Deliverables:

- Handling the accounts of Educational Institutions and Religious Trust.
- Conducting record reviews and assessments to determine resources and verify financial documentation.
- Accounting entries are processed in time for period close.
- Reporting financial performance including accounts receivables, accruals and unbilled analysis.
- Identifying accounting issues, reconciling, and providing solution.
- Scheduling Meetings with Administrative Staff to convey Financial Position.
- Maintaining customer confidence and protecting operations by keeping financial information confidential.
- Verification and scrutiny of Books of accounts.
- Preparation and submission of various reports to Financial Institutions.
- Bills payables and Receivables.
- Maintaining financial security by following internal control.

### ACADEMIC QUALIFICATION:

- Bachelor in commerce in St. Aloysius college, Mangaluru. India
- PUC in St. Joseph's PU College, Hassan. India
- SSLC in St. Joseph's Boys High School, Chickmangluru. India

### COMPUTER EXPERTISE:

- Expertise in MS office such as MS-Excel, MS-outlook, MS -word and MS-Power point.

### DECLARATION:

I hereby declare that the details mentioned above in my Resume are correct to the best of my knowledge & belief. I bear the responsibility of any error or mistake in the data if occur in the Future.

Nikhil Wilson Pais

Date: 20 / 01 / 2022

Place: Bur Dubai

### CORE COMPETENCIES:

- Over 3+ years of work experience in accounting.
- Proactive self-starter with track record of initiative, personal responsibility, ownership of work and reputation for making things happens.
- Exposure in handling client queries, providing them feasible solutions & building healthy relationships thereby achieving high customer satisfaction.
- Highly self-motivated, dedicated, result oriented professional with strong work ethics.
- Ability to work against tight deadlines and work under pressure while being detail oriented and retaining accuracy of information.

### AREAS OF STRENGTH:

- Goal driven achiever where strengths include excellent planning and organization skills.
- Good managerial ability and the ability to work efficiently in a team.
- Good analytical ability punctuality and sincerity.
- Adaptability and learning ability.

### PASSPORT DETAILS:

PASSPORT NO : S 1643783

DATE OF ISSUE : 20/04/2018

DATE OF EXPIRY : 19/04/2028

### PERSONAL INFORMATION:

Date of birth : 15/01/1997

Gender : Male

Nationality : Indian

Religion : Christian

Marital status : single

Place of Birth : Mudigere, Karnataka

Lang known : Hindi, English, Kannada, Konkani

Hobbies : Singing and Travelling