



Nikhil Jat

SEEKING A NEW ROLE AS AN
ACCOUNTANT

Details

Choitram Building, Mankhool
Dubai

United Arab Emirates
+971529253551
nikhiljat111@gmail.com

NATIONALITY

Indian

DRIVING LICENSE

No

DATE / PLACE OF BIRTH

08/06/1990

Gujarat, India

Skills

Effective Time Management

Ability to Work Under Pressure

Strong Interpersonal
Communication Skills

Initiative and Problem-solving
Abilities

Teamwork Skills

Ability to Work in a Team

Hobbies

Painting, Dancing, Talking,
Watching Movies

Languages

English

Hindi

Gujarati

Profile

Passionate Assistant Accountant with more than two years of experience . Looking for a new role in Accounting sector in UAE

Education

BCA, Saurashtra University, Rajkot

MARCH 2012 – MARCH 2015

Graduated Bachelors in Computer Application

High School, Vidhya school, Rajkot

MARCH 2007 – APRIL 2009

Passes High school grade 12 with first class

Employment History

Assistant Accountant, Dholakiya School, Rajkot

JUNE 2018 – JULY 2021

Job Role:

- 1) Keeping records of daily business activities like purchases, Sales, Banking Transaction for preparation of Books of Accounts.
- 2) Monitor Bank Reconciliation Statements on ongoing basis.
- 3) Manage Trade Payable as well as Trade receivable according to due dates.
- 4) Preparation of Financial Statements like Profit & Loss Accounts & Balance Sheet on Monthly basis.
- 5) Daily Monitoring Expenses and the same recorded in Books of accounts after verification of all the terms of business.
- 6) Daily monitoring petty cash vouchers and the same accounted in Books of accounts on daily basis.
- 7) Preparation of weekly Schedule of expenses as well as income for preparation of Cash Flow.

Visa Status : Visit visa

Visa valid Until 10 th January 2022

Passport number : M4822488

Courses

Tally , Smart Computers

OCTOBER 2020

References

Vikie Soni from Ikonic Electronics LLC

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Bhavin Makhecha from AST enterprises INC

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