

NIBINA NAZAR

Email- nibishebi@gmail.com

Mob – 00971-559440736



OBJECTIVE

A job position that enables me to imply my analytical abilities, experience and project management skills to make a difference, I am interested to be part of an enterprise where I can resort to the growth of organization and development of my candidature.

PROFILE AT A GLANCE

- Performance-driven professional with 7 plus years of prolific working exposure in Accounts Administration and Credit Management.
- Extensive experience in Operations, Collateral Management and Valuation, Maintaining client relationship and customer services.
- Proven track record of meeting and exceeding transactions targets and maintaining optimal productivity of the team.

Career Highlights: _

- Accounts Payable & Accounts Receivable Accountant – SPM Oil & Gas, Caterpillar company, UAE
- Accounts Administration – Hormoz Powder FZE, UAE
- Project Coordinator – Zenviron Middle East LLC, UAE
- Sales Coordinator – Caterpillar, UAE
- Executive Admin – JK International, UAE
- Credit Risk Officer – Standard Chartered Bank, India

Accounts Receivable Analyst – Finance Department

SPM Oil & Gas, Caterpillar company, UAE

Time Period: September 2020 till present

Work Profile

- Maintaining up-to-date billing system to generate & send out invoices.
- Clearing of customer advances & carrying out receipting to ensure the debtors are accurately reflected. Processing, verifying & posting receipts for goods sold or services rendered.
- Obtaining information from other departments to ensure intercompany records are accurate & complete. Assist in streamlining and improving the accounts receivable process.
- Audit all receipts on a determined schedule to ensure accuracy.

Accounts Payable Accountant – Finance Department

SPM Oil & Gas, Caterpillar company, UAE

Time Period: March 2019 – September 2020

Work Profile

- Work directly with vendors to evaluate and reconcile all vendor statements, resolve discrepancies, respond to inquiries, including questions on PO's and payments.
- Perform end of month AP processing vendor account reconciliations and accruals
Booking all the vendor invoices from Dubai, Iraq, Oman & Baku. Review invoices and requisitions for satisfactory payment approval.
- Process and pay employee expenses on a monthly basis. Worked with employees to resolve discrepancies / problems as needed. Managing claims on the credit card expenses of employees & booking the same in system.
- Monitoring all accounts to ensure payments are current & up to date
- Research the issues related to invoices on hold, payments, and credit memos.

Accounts Administration – Finance Department

Hormoz Powder FZE, Hamriyah Free Zone - Ajman

Time Period: June 2017 – January 2019

Work Profile

- Verification of payment received from the debtors, payment drawn by the creditors with cheque and posting the same in the system.
- Preparation of payroll through WPS and load the same in respective bank accounts. Handling petty cash & posting petty cash voucher.
- Preparing & maintaining regular management reports, employee's inflow and out flow statement.
- Assisting the Finance Manager on all projects to improve the integration of the various departmental system
- Coordination with port and customs to release shipment.
- Sales Coordination for delivery follow up.

Project Coordinator –IT Department

Zenviron Middle East LLC, Dubai

Time Period: June 2014 – January 2016

Work Profile

- Ensuring the effective preparation and delivery of all project requirements, meetings & production of all necessary documents.
- Ongoing evaluation of the project activity and reporting the same to project manager.
- Liaising with clients to identify and define project requirements, scope & objectives.
- Responsible for client interaction and communication to improve quality and efficiency for optimal output.
- Updating all the project plans, events & requirements in CRM.
- Responsible for creating and maintaining comprehensive project documentation, plans & reports.

Sales Coordinator – Sales Department

CATERPILLAR, SHARJAH

Time Period: November 2013 – February 2014 Work Profile

- Handling all documentation in relation to the invoicing and receipt of payment of debtors in keeping with the current finance policy and procedures.
- Preparation of Quotations and submitting to the Sales Engineers.
- Drafting the Delivery Notes with Supporting Documents.
- Follow up with clients on deliveries, product satisfaction and outstanding payments.
- Coordination with the suppliers and the purchasers.
- Preparing the monthly stock report.

Executive Admin –Finance Department

JK INTERNATIONAL, JEBEL ALI, DUBAI.

Time Period: January 2013 - October 2013

Work Profile

- Input financial transactions into the database
- Monitoring the receivables, credit period management and following up with customers based on sales credit period

- Support in managing accounts receivable and payable
- Preparing and Submitting monthly management reports like Purchase, Sales, Receivables and Office administration expenses.

Credit Risk Analyst – Credit Risk Control Unit

Standard Chartered Bank

Time Period: June 2011-July 2012 Work Profile

- Collateral management and valuation, primarily for the entire portfolio of SME customers.
- Assessing customers drawing power, based on their stock and book debts statement and insurance policies provided to cover the stock.
- Reconciliation done on monthly basis, based on security shortfall reports and reports sent to Business Credit and higher authorities.
- Evaluating the customer's facilities granted, based on adequate drawing power.
- Advising to other departments to open customer records as per customer's limit usage.
- Proper checking and maintenance of customer profile data (e.g. ISIC codes, CRG, Address, Arm codes etc.) in various TP systems.

Credit Administration.

- Ensuring all approved Business Credit Applications is in order.
- Ensuring correct margins and commissions are captured for each product as agreed in facility letter.
- Activating the approved limits based on security.
- Ensure that all the information provided by client, must be verified and must be in compliance with the guidelines issued by RBI from time to time.

Professional Qualification

- Master of Commerce with Computer Oriented Business Applications (COBA) from Madras Christian College, Chennai, India.
- Bachelor of Commerce from BCM College, Kerala, India.

Career Accomplishment

- Received Business Champ Icon Award (Standard Chartered Bank)
- Appreciation mails for fast query resolution from many RM's.

Computer Oriented Skills

Software: CMS, EBBS, Syteline, CRM, All Windows Operating system & MS OFFICE. Ability to create and maintain databases with retrieval on demand. Ability to create and deliver quality presentations/Slideshows using MS PowerPoint.

Trainings Attended

Standard Chartered Bank Scope Intl GTO (Global Training Program)

Coaching on Anti-Money Laundering, Group Code of Conduct, Reputational Risk, Operational Risk.

Personal Particulars

Address: Sharjah, UAE.

Date of Birth: 17th January 1988

Nationality: Indian

Contact No: 0559440736