



BHARAT SUKHIYANI

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Dubai, UAE

Birth Date

16-Sep-1991

Nationality

Indian

SKILLS

- Interpersonal and Relationship Building
- Good Organization
- Excellent Microsoft Office Skills
- Time Management
- Forward Planning & Strategy
- Problem Solving
- Administrative and Communication Skills
- Ability to Learn and Analyse Quickly

PROFILE

Experienced Administrator with strong relationship building skills.
Highly effective at motivating teams and streamlining operations.

WORK EXPERIENCE

Administrative Supervisor and Accounts Assistant, Textile Merchants Group (TEXMAS)

Dubai, UAE | 2013 November – 2022 June

Key Responsibilities :

1. Manage day to day business and administrative tasks - vendor management, procurement, payroll, monthly attendance, team performance and assessment.
2. Handle all documentation work – Visa related #New Visa, Visa Renewal, Cancellation, Trade License etc of Freezone.
3. Arrange the deals of Warehouse Transfers & complete the paper work & other formalities.
4. Ensuring applications/forms for Visa, License etc, are duly filled with all necessary documents and their authenticity.
5. Follow up with Auditors & their feedback & other daily Accounting issues.
6. Act as an appointed representative in dealings with key contractor – Dubai Municipality, Dubai Police, Dubai Economic Department (DED), GDRFA etc
7. Develop and maintain effective partnerships and engage in positive communication with all staff and senior leaders.
8. Assist with variety of projects and processes.
9. Organize meetings including booking of rooms and management of invitations and responses.
10. Interview Scheduling with the Consulates & Embassies.
11. Intersection between Trial Version of Complexity and Conversation of Total Presentation.
12. Operations Policies and Procedures -assist with upkeep and filling of all documentation.
13. Mail Drafting, Making Circulars, cheques, salaries & salary sheets etc.
14. Completing Counter Tally Report, Excel Sheets and handing over to Manager/ Directors.
15. Answering Customers related to Visa, License queries etc.

Account Executive, CM LOGISTICS (I) PVT LTD

New Delhi, India | 2011 October - 2012 September

Key Responsibilities :

1. Maintaining files, including filing of Journal Ledger, Journal Vouchers, Accounts Payable documentation and other miscellaneous filings.

LANGUAGES

- English
- Hindi
- Sindhi
- Punjabi

2. Maintaining day-to-day functions like preparation of accounts (income, expenditure & accrual), Balance Sheet, Trial Balance etc.
3. Making day-to-day Income and Expenditure entries in Tally.ERP 9.
4. Making daily Invoices cheques, salary cheques, vouchers, petty cash.
5. Fill Service Tax Return, Income Tax statement etc.
6. Filling work and give presentation to Manager.
7. Printing daily accounts payable checks and inserts checks and invoices into envelopes for mailing.
8. Making reports using MS Excel and presenting it to MANAGER.
9. Making RTGS, NEFT, D.D etc.
10. Making AWB Bunch.
11. Typing a variety of documents, reports and records.
12. Completing all the data entry work on the computer.

Account Assistant under the C.A., Collosal Consultancy Pvt Ltd

New Delhi, India | 2010 August - 2011 January

Key Responsibilities :

1. Maintaining files, including filing of general ledger journal vouchers, accounts payable documentation and other miscellaneous filings.
2. Making day-to-day Tally Entries, cheques, petty cash etc.
3. Fill Service Tax Return – Like St -1, St – 3 etc.
4. Make Balance Sheet, Trial Balance and other report and present to Manager and C.E.O.

EDUCATION

Accounts and Taxation Course, Oxford Institute

New Delhi, India

B.com Programme, Delhi University, D.U

New Delhi, India

10+2 (Higher Studies), CBSE Board

New Delhi, India