

NIHARIKA B.M



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Address: **Abu Hail, Dubai** UAE. Work Visa

Professional Summary

- Nearly 2.5years of experience in Accounts, Human resource, Administration, Operation sand Sales Support.
- Capability to handle all the accounting aspects & HR duties and deliver for Operations management & organisational requirements
- Proactive attitude, Good communication skills, IT skills, quick learner, Meeting Deadline & Ability to Work under pressure & capability to think out of the box

Core Competencies

- Orion, Winsoft Plus accounting software
- ERP 9/ Microsoft office
- Customer Service & Problem Handling
- Book Keeping/ Bank reconciliation /petty cash
- Inventory Management
- Supplier Development
- Purchase Management

Professional Experience

Working with “Masterpiece Professional LLC” UAE Jan 2020–Present

Masterpiece LLC, Dubai, U.A.E, which is a part of Thomsun Group, is one of the leading distributors of Harman products in Middle East.

Designation: “Accounts Assistant/Credit controller/Sales Coordinator”

- Responsible for sales operation in **(Orion Software System)** starting from processing of sales orders, creation of Invoices Performa/Delivery Note/Purchase Order/ opening of master account and completing the process till closing (creation of GRN)
- Preparation of Monthly Bank Reconciliation.
- Petty cash handling and daily report generation (Cash Book and Bank book) to corporate office.
- Overseeing Accounts Receivable and Accounts Payable and follow up.
- Maintaining marketing database including Supplier Database, verification details of new suppliers/Vendors and arranging shipping documents
- Generating total Sales target report , weekly sales performance and directly reporting to the General Manager-Participating in the project profiles, sales plan and strategies
- Closely working with finance department, ensuring recovery for timely Payment Collections, Credit Application /debit Notes and their supportive documents
- Follow-up with the suppliers ensuring compliance with P.O. terms and condition

- Performing daily Office/Operational responsibilities, Compiling & preparing MIS of relevant data's such as , purchasing docs/files & Processing requisitions after approved purchase orders on Excel/Microsoft on regular basis & directly reporting to manager
- Managing & Controlling day to day admin activities & follow up with concern directories

Worked with “Rashida Shabbir Trading LLC” Dubai UAE May 2018 – April 2019

Which is one of the Oldest & best trading company in UAE.

Designation: “Accountant/Sales Coordination/Administration”

- Responsible for Providing Administrative & operational support directly to the Management Coordinated Sales team to perform all aspect for sales activates includes; Schedule the meeting , Negotiation , Order of Bookings
- Responsible for Budgeting and Monthly Cash flow& Finalization of Accounts and Preparing Schedules.
- Daily Fund and Cash management& Preparation of Monthly Bank Reconciliation.
- Process remittance information from cheques, wire transfers for invoices provided by vendors.
- Overseeing Accounts Receivable and Accounts Payable and follow up.
- Assist in VAT calculations and filing the VAT Returns to FTA.
- Booking of shipment, coordination with shipping line for clearances. Also, Dealing with municipality for other import related aspects.
- Preparation of Employee's Leave and Final Settlements.
- Handling Accounts department

Snow White Solution & Snow white Global Solution LLP, Mangalore, India April 2017– Feb 2018

A leading US based IT Company

Designation: “HR Executive/ Admin”

- Designed policies and various HR Forms.
- Handling the accounting reports of the company
- Administering the company's payroll.
- Controlling and maintaining income and expenditure
- Planning of Organizational recruitment.
- Take the interview of the recruiters.
- Make the joining documents of recruiters.
- Convey the Policies & rules to the Employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.

SN Telecom, Mumbai, India July 2016- March 2017

An IT company having strong reputation with national clients

Designation:“Accounts Assistant/Sales Coordinator”

- Creating new accounts of different customers and clients and keeping track all the additions and changes in accounts.
- Risk analysis and financial forecasting
- Administering the company's payroll.
- Development and management of financial system and policies.
- Analysis of monthly and annual financial reports.
- Preparing business plans, financial statements, budgets and reports.

Computer Skills

- **Platform :** Microsoft Windows XP/7/8, Advanced
Excels
- **Tools :** Orion,Winsoft Plus,**ERP 9 Accounting**
Software
Microsoft Outlook,
Microsoft Office (Word, Excel, PowerPoint)

Academic Credentials

- **M.com (Finance)** - University College Mangalore, 2016
- **Bachelor of Commerce(Business Taxation)-** Besant Women's College, Mangalore 2014
- **Intermediates (12th)**-SMK Collage, Mangaluru 2011
- **Schooling** - K.S.B.E.M.S, Manjeshwar Kerala 2009

Personal Details

- **Date of Birth** : 12-March-1994
- **Marital Status** : Married
- **Nationality** : Indian
- **Language Known** : English, Malayalam, Hindi, Kannada, Tulu
- **Visa Status** : Work Visa