

NABIL KHALIL BATIKH

Accounts & Finance Professional

Experienced Accounts and Finance Professional with 13 years of expertise in financial analysis, reporting, and accounting principles. Proven skills in managing financial operations, budgeting, bank reconciliations, funds management, and cash flow analysis. Proficient in generating timely and accurate financial statements, reconciliations, receivables/payables management, and VAT return filing. Skilled in using financial ERP packages such as SAP and Tally, and MS Office applications. An adaptable team player with the ability to collaborate effectively with cross-functional teams.

PERSONAL INFORMATION

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- ▶ Nationality : Syrian
- ▶ Liscence : UAE liscence
- ▶ M.Status : Married
- ▶ Vista Type : Employment
- ▶ DOB : 18-JAN-1989

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EDUCATION

- **Accounting and Finance Diploma**
Syria-Damascus University - 2009
 - Financial Management
 - Managerial
 - Accounting
 - Business Economics
- **Accounting course certificate**
Al Mamoun International Center -2010
 - Financial
 - Reporting
 - Auditing
 - Taxation
- **IFRS9 Certificate**
Elegant International College UAE - 2014

PROFESSIONAL EXPERIENCE

● CUBE WOODEN & INTERNAL DESIGN ACCESSORIES INDUSTRIES SENIOR ACCOUNTANT | MAR 2018 TO PRESENT

- Manage bank accounts, including opening/closing accounts, updating signers, and administering online banking platforms, to ensure smooth financial operations.
- Track, process, and reconcile Letters of Credit, Loan against invoice, and Trust Receipt, issuing quarterly reports to maintain transparency and accuracy.
- Prepare monthly expected payments from clients based on site progress to ensure timely payments and minimize cash flow disruptions.
- Perform daily client money reconciliations and maintain all treasury files, ensuring all transactions are recorded accurately and reported timely.
- Monitor clients' account details for non-payments, delayed payments, and other irregularities, including the bad debt provisioning process and IFRS 9 compliance.
- Maintain and prepare monthly cash flow and expense forecasts and reporting, providing insights to aid financial decision-making.
- Manage relationships with bank personnel to maintain a positive business relationship.
- Perform back-office activities such as approving wire transfers, ensuring timely and accurate processing of transactions.
- Ensure all treasury tasks are completed daily, including prompt application of deposits and processing of withdrawals within 24 hours.
- Monitor declined transactions to improve approval ratios, maintaining optimal cash flow.
- Prepare monthly liability reports, providing accurate financial information to management.
- Substantiate and verify financial transactions in the PACT ERP Software to maintain accurate accounting records.
- Coordinate accounting activities, guiding the team and answering questions to maintain effective financial operations.
- Verify all payment transitions, including LPO Requests, LPOs, Tax Invoices, and Deliveries, to ensure compliance and accuracy.
- Handle all requests from suppliers, subcontractors, and project managers, maintaining positive relationships and ensuring timely payments.
- Manage petty cash on a daily basis, ensuring accurate recording and reporting.
- Reconcile supplier and subcontractor SOAs on a weekly basis, minimizing discrepancies and improving accuracy.

ACHIEVEMENTS

- Reduced company expenses by 10% through careful budgeting and expense tracking.

Led a successful audit that resulted in zero major findings or discrepancies.
- Provided financial analysis and recommendations that helped the company make strategic decisions and increase revenue.
- Developed and maintained strong relationships with key stakeholders, including clients, vendors, and internal departments
- Prepared financial statements and reports that were accurate, timely, and in compliance with accounting standards
- Conducted account reconciliations to ensure that all transactions were properly recorded and accounted

SOFT SKILLS

- PACT ERP : Managing accounting tasks, including financial transactions, tracking payments, and generating reports for effective decision making.
- MS Office: preparing and formatting various accounting documents, including financial statements, reports, and correspondence.
- SAP: A widely-used enterprise resource planning (ERP) software for managing various business operations such as finance, accounting, human resources, and supply chain management.
- Tally: A popular accounting software used for bookkeeping, inventory management, and financial reporting.

LANGUAGES

- English 
- Arabic 

PROJECTS ACHIEVEMENTS

- 2023: Hospitality – Al Mariah Residential Tower (Fit out Works, Joinery, Wall cladding, Gypsum ceiling, Cabinets Etc...)
 - 2022: Healthcare – Mirdif Private Hospital (Fit out works, Marble, Wallpaper, Wall Cladding, Headboards Counters Etc....)
 - 2021: Hospitality – Intercontinental Ras Al Khaimah Resort (Loose Items and Custom-Made Furniture's, Artwork and Lighting
 - 2021: Commercial – UAE University Pavilion Expo 2020 (Design Works, Smart Electronic hardware (Background Sound system, Signages, Laser video projectors , Etc...
 - 2020: Corporate – CID Police Headquarters (Joinery works in VIP section)
 - 2019: Commercial / Retail – Popeyes (Joinery works and Kitchen accessories)
 - 2018: Commercial / Retail – Cairo Gurmit (Acrylic Solid Surface)
- AL HUSAM GENERAL CONTRACTING EST (ABU DHABI)
PAYABLE ACCOUNTANT | APR 2010 TO JAN 2018

Key responsibilities:

- Managing cash flow by checking bank balances and issuing cheques accordingly.
- Printing and signing cheques with Managing Director's approval.
- Creating payment vouchers and posting them in the SAP system.
- Preparing and sending weekly cheques issued reports via email to the Finance Manager.
- Reviewing daily invoices, coordinating with relevant departments for supporting documents and approval before posting them in the system.
- Handling supplier visits to the Accounts department and responding to their queries.
- Responding to urgent payment requests from vendors and expediting payments.
- Ensuring payment accuracy against compliance channels such as purchase orders.
- Coordinating with suppliers for reconciliation of their statements of accounts before payment.
- Retrieving POs, contracts, and relevant service entry sheets or GRNs from SAP system and relevant departments.
- Maintaining accurate books of accounts in accordance with International Accounting Standards (IAS).
- Negotiating discounts on old pending payments with suppliers to optimize cash flow.

PROFESSIONAL SKILLS

- Proficiency in accounting software and financial management tools
- Strong analytical and problem-solving skills
- Attention to detail and accuracy in data entry and record keeping
- Ability to communicate financial information to both technical and non-technical stakeholders
- Knowledge of tax laws and regulations
- Familiarity with financial reporting standards (e.g. GAAP, IFRS)
- Experience with budgeting and forecasting
- Understanding of internal controls and risk management
- Strong interpersonal skills for building relationships with clients and colleagues
- Continuous learning and staying up-to-date with industry developments and trends
- Ability to analyze financial statements and identify areas for improvement
- Ability to manage multiple tasks and deadlines effectively