



Nimisha Raichel Sam

General Accountant

Insightful and self-motivated accounting and administrative accountant with 7+ years' experience and a degree in MBA finance. Ability to execute standard firm procedures, deliver quality audit assessment, build strong management and client relationships through active listening and independent objectivity.



nimisha.s91@gmail.com



+971554817513



Abu Dhabi,
United Arab Emirates



linkedin.com/in/nimisha-raichel-sam

SKILLS

Tally 7.2, ERP 9

Sage One, Sage 50

Microsoft Office

Attention to detail

QuickBook

Quick learner

Strong team player

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

Tamil

Limited Working Proficiency

INTERESTS

Reading

Music

Badminton

Drawing

Internet surfing

WORK EXPERIENCE

General Accountant

Danniyeh Royal Trading

Aug 2019 – Present,

Abu Dhabi, United Arab Emirates.

Administrative & Accounting Officer

Arabian Time Holidays LLC

Jan '18 – Jun '19,

Abu Dhabi, United Arab Emirates.

Accountant

Schaefer GmbH. Middle East (Br)

Nov '15 – Dec '17,

Dubai, United Arab Emirates.

Assistant Accountant

Orris Communication Systems

Jul '13 – June '15,

Abu Dhabi, United Arab Emirates.

RESPONSIBILITIES

- Manage accounting transactions, handle monthly, quarterly and annual closing of accounts.
- Ensure timely bank payments and other online transactions.
- Posting, vouching, reconciling & checking various general ledgers, bank accounts, accounts payables & receivables.
- Preparation of payroll by month end via WPS processing, calculation of gratuity when required.
- Compute tax and prepare quarterly tax returns in the FTA portal.
- Coordinate and complete annual audit.
- Processing of the Bank Guarantee documents and submission of required documents.
- Handling of quotations, and preparing Financial model.
- Preparing of Purchase Orders, Invoices, delivery notes and other relevant documents necessary during production.
- Organize periodic renewal of Licenses and submission of correct documentation and efficient collection of Licenses to take place when completed.
- Maintaining proper records of incoming and outgoing correspondence; filing documents, reports, circulars, correspondence and other office documents and letters in a systematic manner and also responsible for the safekeeping of confidential documents.
- Process payment vouchers with adequate supporting documents and obtaining relevant approval prior to issuing payments.
- Follow up of receivables while generating Aging Analysis report and preparing of Statement of Accounts of respective clients and reconcile client ledger account.
- Correspondence with the Bank in regards to Telegraphic Transfers, Performance Bank Guarantees, Credit Facilities & Letter of Credit.

EDUCATION

Master's in Business Administration (MBA – Finance)

Sikkim Manipal University

2014 – 2016,

Abu Dhabi, United Arab Emirates.

Bachelors of Commerce (B. Com)

Our International Institute (affiliated by Mahatma Gandhi University)

2010 – 2013,

Abu Dhabi, United Arab Emirates.

Senior Secondary School

Abu Dhabi Indian School (affiliated by C.B.S.E, New Delhi)

2007 – 2009,

Abu Dhabi, United Arab Emirates.