

BIMAL NAWANI



AJMAN – UAE



+971-056 787 3123



nawanibimal@gmail.com

PERSONAL DETAILS:

D.O.B – 05/06/1967

MARITAL STATUS: MARRIED

NATIONALITY – INDIAN

PASSPORT DETAILS:-

PASSPORT NO. L-6124968

DATE OF ISSUE – DEC 2013

DATE OF EXPIRY – DEC 2023

PLACE OF ISSUE - MUMBAI



CAREER SUMMARY:

Highly detail-oriented, certified and a professional at documenting accounts with over 15+ years of experience in the field.

Working knowledge of accounting procedures and extensive experience in tabulating general ledgers, documenting financial reports, and advising team on the procedures.

Effective team leader with outstanding interpersonal, Vocabulary and communication skills.

SUMMARY OF SKILLS:

- Familiar with generally accepted accounting principles (GAAP), and various software like Tally ERP 9 Tally Prime and Oracle.
- Bachelor Degree in Accounting.
- Extensive knowledge of accounting procedures.
- Accounting Proficiencies – Tax Accounting, External/Internal Auditing, Inventory Management, Financial Analysis, Account Management, Budgets, Accounts Reconciliation, Profit and Loss, Invoices, Payroll Taxes.
- Adept at handling clients' inquiries and satisfying them with apt answers
- In-depth information of accounts payable/receivable, general ledgers, maintaining bookkeeping records, and preparing accurate financial Statements.
- Value Added Tax (VAT).
- Outstanding mathematical and problem-solving approach.
- Exceptional leadership qualities and strong organizational skills.
- Excellent verbal and written communication skills.

WORK EXPERIENCE: -

ACCOUNTANT

Garment Manufacturing Co.- Ajman, UAE
September 2022 – Till Date

- Prepare daily bank reconciliation and monthly cashflow plans for Working Capital Management (cash flows, accounts receivable, and accounts payable) to make sure operations of the business run smoothly.
- Post and process data entries in Accounting Software ERP Tally Prime to ensure all business transactions are recorded.

- Regular review of payments received, confirmation to the customers, and allocation of payments once details are received from customers.
- Support monthly closing activities by booking all receipts, credit notes, and petty cash vouchers before the deadlines.
- Payment of salaries - process staff & crew monthly payroll under WPS regulations.
- Manage to ensure timely payroll processing, utility payments, vendor payments, and VAT returns.
- Check Cash Bank Book on monthly basis with bank statement for bank reconciliation.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparation of Vat Reconciliation workings against Trial Balance.
- Perform Weekly Bank Reconciliation and preparation of Monthly Bank Reconciliation.
- Perform Accounts Payable tasks.
- Verifies and reconciles invoices against Purchase Order and Delivery Note.
- Ensure the accuracy and completeness of Invoices. Upload the Invoices in Oracle Portal.
- Reconciles monthly statement of accounts and related transactions to verify vendor accounts.
- Prepare payment to suppliers with complete reconciliation.
- Monthly accounts receivables reconciliation to make sure the accounts tally.
- Ensure that all the monthly transactions related to accounts receivables and accounts payables and daily cash transactions are completed within the described time to meet the reporting deadlines.

SENIOR ACCOUNTANT

Deep Heritage – Mumbai, India
April 2017 – August 2022.

- Prepare, analyze, and maintain accounting records in Tally ERP 9 (Accounting Software).
- Reconciliation of Accounts Payable, Accounts Receivable and Bank Accounts.
- Monitoring incoming payments from accounts receivable.
- Preparation and verifying of payments for suppliers and monthly bills.
- Prepare daily/weekly/monthly report required by Management. Issue of Invoice and Receiving of goods.
- Reconciliation of Inventory.
- Preparing monthly, quarterly and annual closings of books.
- Assists during preparation of year-end audit.
- Preparing bank cheques, slip-book, drafting various letters, doing NEFT/RTGS with bank, preparing Bank Summary.
- Preparing Employees monthly salary with the deduction of Provident Fund and Profession Tax.
- Finalization of Accounts.

- Preparing MIS report, Collection report & co-ordination with Branches.
- Preparing GST working on monthly basis and making statutory payments.
- Elucidates every other detail related to accounts as assigned by the management.

SENIOR ACCOUNTS EXECUTIVE

NHC Foods Ltd – Mumbai, India
September 2016 - March 2017

- Juggles petty cash, Preparation and propagation of vouchers and adjacent accounting activities.
- Weekly Review of general ledgers of Accounts Payable & Accounts Receivable Statement to ensure Accuracy of posting in the system.
- Maintaining the Purchase order register & updating the same. Follow up for the outstanding payment & C-Forms.
- Monthly staff Salary Processing & deducting TDS / Provident fund / Professional Tax. Excels in analyzing financial statements on a monthly basis and report on variances.
- Professionalized in VAT calculation of Input Vat & Output Vat ascertaining liabilities and making monthly online statutory payments of TDS (Tax Deduction at Source), VAT & CST.
- Diligently cycles all other duties as assigned or required by the management.

SENIOR ACCOUNTANT

Searock International Pvt. Ltd. – Mumbai, India
April 2015 - June 2016

- Preparing Sales Invoices & making Purchase, Receipt / Payment entries of the same in Tally ERP 9.
- Initiating Vendor Payment through Fund Transfer, RTGS & NEFT.
- Planning day to day Daily Balance Statement with the payment's status.
- Handling Petty Cash & Main Cash: day to day Office Expenses with Report.
- Preparing of Invoices and regular follow-up of debtors for outstanding payments & C-Forms for submitting to the Dept.
- Updating Bank Statements and doing Bank Reconciliation (Net Banking).
- Preparing Receipt & Payment Statement on Cash Flow Basis at the beginning of each month.
- Reconciliations of Debtors / Creditors & maintaining stocks.
- Aiding the finalization of accounts & prepare Trial Balance, P & L and Balance Sheet with the help of company C.A.

ASSISTANT ACCOUNTS MANAGER

Deep Heritage- Mumbai, India
May 2009 - March 2015

- Formulating day to day accounts, book keeping, Ledger entries, and journal entries.
- Preparing Sales invoices & making Purchase entries in Tally ERP.9.
- Manage general ledger, accounts payable, accounts receivable, collections, cash management & maintaining Stock.
- Daily Multiple Bank Accounts Reconciliation, Handling daily Banking Transactions & Generating computerized cheques etc.
- Reconciliations of Debtors, Creditors, Cash and Bank book (Net Banking) on daily basis. Weekly Payable & Receivable Statement & follow up for Outstanding.
- Finalizing the accounts & prepare Trial Balance, P & L, and Balance Sheet with the help of company C.A.
- Making online statutory Payment of VAT / CST & TDS. Performed general office duties & administrative task.

ACCOUNTANT

Dimensional Securities Pvt. Ltd. Mumbai, India
November 2006 - April 2009

- Formulating day to day all accounts entries of Receipts & Payments.
- Preparing cheques of Brokerage payments for Sub Brokers.
- Efficiently managed payables and receivables including reconciliations of 14 Branches and general ledger functions.
- Preparing monthly Service Tax summarize Report.
- Handling petty cash for office expenses. Upload data from branches on daily basis.

EDUCATIONAL CREDENTIALS: -

Degree in Bachelor of Commerce - Passed in First Class.

Diploma in Computer Software Technology in System Management from NIIT- Mumbai

COMPUTER SKILLS: -

Microsoft Office (Word, Excel, Outlook, PowerPoint etc.) Internet, Emailing, Scanning etc.

Softwares – Tally Prime, Tally ERP – 9 Ver., Oracle & Max Financial ERP.