

Nikhil Balan



Summary

Experienced **Accountant** with 10 years in financial management, bookkeeping and taxation. Holds a B.B.A and is proficient in Tally, SAP, and MS Excel. Skilled in financial reporting, bank reconciliation, and tax filing (GST, VAT, TDS). Seeking an Accountant role to apply expertise in accounting and process optimization.

Work Experience

Noor Al Baraka Electromechanical Cont - Accountant Ajman, UAE

11/2023 - 02/2025

- Maintain journal entries and general ledger records.
- Verify bank statements, invoices, and balances.
- Process invoices and manage payments.
- Generate balance sheets, income statements, and cash flow reports.
- Support financial planning and budgeting.
- Ensure timely salary payments and deductions.
- Implement financial policies to prevent fraud.
- Prepare documents for internal and external audits.

The Big Market - Accountant

Bangalore, Karnataka, India

04/2022 - 10/2023

- Handled day-to-day accounting processes to drive financial accuracy.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Managed cash flow effectively, ensuring all company liabilities were met in a timely manner and surplus funds were invested wisely.

Texa Shipping Pvt. Ltd. - Accountant Cum Co-ordinator Mumbai, India

01/2021 - 02/2022

- Perform monthly accounting, analysis, and reporting of logistics expenses for the group.
- Assist in the timely preparation and submission of accurate monthly group management accounts, including P&L and other inventory and logistics-related reports.
- Review balance sheet accounts associated with logistics.
- Coordinate with Warehouse and Operations teams to ensure accurate and timely recording of costs and stock

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📍 Sharjah UAE

Valid UAE Driving Licence

Key Skills

- Accounting and bookkeeping
- Accounts payable
- Accounts receivable
- Payroll Management
- Reconciliation
- Administrative support
- Expense Reporting
- Invoicing
- Petty Cash Handling

Education

2015

Mahatma Gandhi University

Kottayam, Kerala, India

B.B.A (Bachelor of Business Administration)

2009

Board of Higher Secondary Examination

Kerala, India

Higher Secondary: Finance

Software Proficiency

- **MS Office**
Word | Excel | Powerpoint
- **Accounting Software**
Tally ERP

Personal Details

Date of Birth: 10/06/1992

Nationality: Indian

Marital Status: Married

Visa Status: Spouse Visa

Gender: Male

provisions.

- Conduct internal audits of warehouse and site stock, including physical stock inspections.

Hamood Bin Hammad Trading - Accountant & Shop Management

Muscat, Oman

01/2018 - 12/2020

- Handled day-to-day accounting processes to drive financial accuracy.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Assisted in reducing outstanding accounts receivable balances by diligently following up on overdue invoices.

Future Way General Trading LLC - Accountant & Document Controller

Dubai, UAE

06/2017 - 12/2017

- Record journal entries, manage ledgers, and reconcile accounts.
- Process invoices, track payments, and follow up on outstanding balances.
- Generate P&L statements, balance sheets, and cash flow reports.
- Process employee salaries, deductions, and benefits.
- Organize, store, and retrieve financial and administrative documents securely.
- Maintain accurate records of stock levels and perform periodic audits.
- Follow financial policies and procedures to prevent discrepancies.
- Liaise with internal teams, vendors, and auditors for financial and document-related tasks.

SML Motors - Accounts Assistant & Cashier

Ernakulam, Kerala, India

04/2016 - 05/2017

- Assist in recording financial transactions and maintaining ledgers.
- Process invoices, payments, and receipts accurately.
- Handle cash transactions and ensure proper cash management.
- Reconcile bank statements and daily cash balances.
- Prepare financial reports and assist in month-end closing.
- Maintain records of accounts payable and receivable.
- Ensure compliance with accounting policies and procedures.

Languages

English

Bilingual or Proficient (C2)

Malayalam

Bilingual or Proficient (C2)

Hindi

Upper intermediate (B2)

Tamil

Upper intermediate (B2)

Strength & Qualities

- Strong Work Ethic
- Trustworthy and Reliable.
- Adaptable
- Time Management
- Attention to detail

Declaration

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief