

# NIHAS MULLATHEL

Dubai, UAE | +971 568408062 | [nihaskdm@gmail.com](mailto:nihaskdm@gmail.com) | Nationality : Indian

## PROFESSIONAL PROFILE

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Results oriented professional with extensive experience since 2022 in accounting, financial services, and office administration. Seeking a role where I can utilize my strong analytical skills, a customer-focused approach, and a commitment to excellence to deliver measurable results, drive organizational growth, and achieve both professional and personal development in a challenging environment.

## EDUCATION

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**Bachelor of Business Administration – Finance**  
**Calicut University – Kerala, India | June 2019 – April 2022**

### *Certifications*

**Diploma in Corporate Professional Accountant and Finance Manager**  
**Social Media Marketing**

## AREAS OF EXPERTISE

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Accounts Payable and Receivable | Financial Statement Preparation | VAT 201, 311 and 301 | Corporate Tax Filing | Petty Cash Management | Invoice Handling and Verification | Bank Reconciliation | MIS Reporting | GL Reconciliation | Balance Sheet Analysis | Cash Flow Management | Financial Data Analysis | Financial Products Knowledge | Sales Target Achievement | Lead Generation | Customer Service and Retention | Conflict Resolution | Office Administration | Filing and Documentation | Cash Handling | POS System

## WORK EXPERIENCE

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### **Accountant | January 2024 - Present**

#### **Ananass Painting and Decoration Works LLC - Dubai, UAE**

- Successfully prepared monthly, quarterly, and annual financial statements such as income statements, balance sheets and cash flow statements, improving financial transparency.
- Tracked, analyzed and reported maintenance-related costs, including labor, materials and overhead.
- Prepared and issued invoices for completed work, including progress billing for large projects.
- Monitored accounts receivables, tracking outstanding payments, and following up on overdue accounts.
- Reviewed subcontractor invoices, ensuring that billed amounts align with the agreed contract terms.
- Managed petty cash for on-site operations and monitored cash flow.
- Maintained records of all bank transactions, such as deposits, withdrawals, and fees.
- Assisted in the preparation and filing of VAT [ VAT 201, 311 and 301 ] and corporate tax returns and submitted on time to minimize tax liabilities and maintained 100% compliance with UAE's tax regulations.
- Provided regular financial reports on the status of ongoing projects, outlining costs incurred, payments received, and budget deviations.

### **Finance Sales Officer | May 2023 – November 2023**

#### **Bajaj Finserv – Kerala, India**

- Consistently surpassed monthly, quarterly, and annual sales targets by driving the sales of financial products through strategic lead generation and conversion.
- Successfully acquired a significant number of new customers through cold calls, referrals, and networking.
- Built and nurtured long-term relationships with clients, achieving high customer retention rates and increasing repeat business.
- Resolved client queries and concerns with a high level of efficiency, reducing client complaints by 20%.

- Demonstrated proficiency in utilizing financial software, exhibiting strong technical expertise essential for the seamless and precise processing of financial transactions and the effective presentation of products.
- Maintained 100% compliance with industry regulations and company policies.

**Office Admin | June 2022 – April 2023**

**L'Academy Educational Center – Kerala, India**

- Successfully handled student enrollment, registrations and collected payments
- Improved communication channels by handling inquiries from parents, students, and staff, resolving issues promptly and maintaining a high level of satisfaction and engagement.
- Performed all accounts and finance related tasks and processed transactions efficiently.
- Maintained all records with confidentiality and in an easily accessible manner.
- Managed calendars, appointments, meetings, and event schedules for smooth operations.
- Prepared and filed educational documents, reports, correspondence, and meeting minutes.

**KEY SKILLS**

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**Core Skills :** Effective Communication | Good Interpersonal Skills | Good Attention to detail & Accuracy | Analytical Thinking | Highly Organized | Conflict Resolution | Team Coordination | Numerical Aptitude | Deadline Oriented

**Digital Skills :** MS Office – Excel, Word | Tally ERP | Zoho Books | QuickBooks | ERP Software

**Languages :** English – Proficient | Hindi – Intermediate | Arabic – Intermediate | German – Basic | Malayalam – Native