

MALDINI NUNIS

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As a highly motivated finance graduate with over 3 years of experience in the field of Accounts and Finance, I am eager to leverage my skills and knowledge to contribute to the success of a dynamic organization. My extensive experience in financial reporting, budgeting, and forecasting has given me a deep understanding of financial management and the ability to develop and implement effective financial strategies. I am a collaborative and detail-oriented team player who is committed to delivering results that exceed expectations. With a strong work ethic and a passion for finance, I am confident that I can make a valuable contribution to any organization.

EXPERIENCE

CURRENTLY, SINCE JULY 2022

ACCOUNTANT, AL SEEF JEWELLERS W.L.L, MANAMA BAHRAIN

- Proficient in using Wingold to manage financial transactions and Experience in maintaining accurate and up to date records of accounts payable and receivable, ensuring timely payment and collection.
- Familiar with tax and compliance regulations of jewellery industry, along with reconciling the books of accounts and bank accounts so as to calculate and file VAT by analysing and consolidating data from all the branches, Additionally, expertise in inventory management and reconciling physical inventory counts with the financial records.
- Preparing monthly, quarterly & Yearly Report, as well as maintain filing system so as to assist in the Year end Audits and reviews from NBR regarding tax queries.

OCTOBER 2021 THROUGH APRIL 2022

Senior Manager, SGAS CONSULTANTS LLP, MUMBAI, INDIA

- Assisted in setting up SGAS Consultants LLP by maintaining financial books, improved upon the payroll process and made schedule so as to efficiently carry upon the task while complying to the rules in case of Union properties and timely process the same.
- Managed the payroll for more than 500 staff members from more than 30 hotels across America, consisting of salaried and hourly wages, using ADP Software and restructured the process to reduce time by 40%, using Software such as ADP, NOVAtime, QuickBooks.
- Studied the reports to diminish expenses by 15%, in addition to sustaining the taxes and social securities for the employees and reduced financial variances and met portfolio objectives.

MAY 2021 THROUGH SEPTEMBER 2021

Accounts Manager, UTTAM ABUWALA GHOSH AND ASSOCIATES, MUMBAI, INDIA

- Assisted with payroll and Pensions service management for 150+ employees.
- Effectively processed payroll for Union properties by ensuring they are agreement compliant and reduced processing time by 50%.
- Have experience with filing and processing 401k, ERC, and Insurance compliance, Eligibility, and filing.

AUGUST 2019 THROUGH APRIL 2021

OFFICER, J.B BODA REINSURANCE CO. PVT LTD, MUMBAI, INDIA

- Experience analysing financial documents and identifying key information, trends, and errors. Reducing errors by coordinating with different departments to collect pertinent details, and conduct bank reconciliation to clear debit/credit items.
- Analysed monthly bank statements and account information to identify and resolve discrepancies.
- Headed the compliance department and ensured that all business transactions were AML compliant.

EDUCATION

2021 – 22, **POST GRADUATION DIPLOMA IN FINANCIAL MANAGEMENT, UNIVERSITY OF MUMBAI, INDIA**

2020 – 22, **MASTERS IN COMMERCE, UNIVERSITY OF MUMBAI, INDIA**

2018 – 19, **BACHELOR IN COMMERCE IN ACCOUNTING AND FINANCE, ST. ANDREWS COLLEGE OF ARTS, SCIENCE AND COMMERCE**

2015 – 16, **HIGHER SECONDARY EDUCATION, THE INDIAN SCHOOL, KINGDOM OF BAHRAIN**

SKILLS

- Financial Management
- Cashflow Management
- Budget Management
- Advanced Excel
- Forecasting
- Compliance

INTERESTS

- Reading
- Travel
- Art

LANGUAGE

- ENGLISH
- HINDI
- MARATHI