



Accounts Officer

SALINI NICHOLAS SANTHA

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SKILLS & ABILITIES

Relation Building & Management.

Strategic Sourcing & Cost Management.

Time Management & Decision Making.

Communication and persistent follow-up

COMPUTER PROFICIENCY

TALLY ERP

MS Office

Google Doc

Google Slides

Google Sheets

PACMAN

OBJECTIVE

Aspiring to be a leader in a growing organization and contribute towards building strong and performing teams that ensure sustenance in delivery and successes of the organization.

EXPERIENCE

AIZ LUXURY TRADING, BAHRAIN

January 2025 – March 2025

Core Responsibilities as an Accounts Officer:

Sales & Client Coordination

- Created and issued quotations to clients based on their requirements.
- Generated sales invoices and corresponding delivery notes for dispatched goods or services.
- Conducted follow-ups for payments from clients and maintained accurate receivables records.
- Managed client communication via email, including sending invoices, payment reminders, and responding.

Financial Operations & Documentation

- Accurately recorded daily financial transactions, including sales, purchases, expenses, accounts receivable, and accounts payable in Pacman software.
- Processed voucher entries, generated receipts, and maintained organized financial records.
- Prepared cash and bank payment vouchers, ensuring documentation and approvals were in place before processing.
- Managed and monitored petty cash transactions, verified supporting documents, and arranged timely replenishments.
- Reviewed and ensured accuracy of all financial documents before submission for approval or payment processing.
- Maintained proper filing systems for all accounting records, supporting documents, and correspondence.

RAHAL TENT GROUP W.L.L., BAHRAIN

December 2019 – April 2022

Core Responsibilities as an Accounts Officer:

Transaction Processing & Documentation

- Recorded daily financial transactions, including sales, purchases, expenses, accounts receivable, and accounts payable.
- Posted all financial entries using Tally ERP 9.0.
- Prepared payment vouchers, receipts, and petty cash documentation, ensuring accuracy and completeness.
- Verified all financial documents before processing for approvals and payments.

Banking & Payments

- Prepared cheques and bank transfer instructions, ensuring proper authorization from signatories.
- Executed daily bank reconciliations and ensured timely reconciliation of discrepancies.
- Monitored and reviewed petty cash expenditures and replenishment procedures.

Financial Reporting & Compliance

- Assisted in month-end, quarter-end, and year-end closings, including journal entries and reconciliations.
- Prepared balance sheets, profit and loss statements, and monthly financial reports.
- Conducted monthly reconciliations for banks, payables, receivables, and assets.
- Supported external audits by compiling and organizing financial data and documentation.
- Assisted in computing and filing VAT returns and ensuring compliance with local tax regulations.

Internal Controls & Costing

- Participated in product/service costing and expenditure analysis to aid cost management and departmental budgeting.

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LEELA BACKWATERS INN, TRIVANDRUM

November 2017 – November 2019

Core Responsibilities as an Account Executive:

- Preparing accounts & tax returns.
- Auditing and analyzing financial performance.
- Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profit.
- Reconciliation of the book of accounts with bank records.
- Ensure that the financial statements and records comply with all applicable laws and regulations.
- Keeping account books and systems up to date.

EDUCATIONAL QUALIFICATIONS

Post-Graduate MBA in Finance, HR

From University of Kerala with 77.4% in 2017.

Graduated B-Tech in Applied Electronics & Instrumentation

From University of Kerala with 74.8% in 2014.

Pursued HSC in Science

From Kerala State Board with 77.5% in 2010.

Completed SSLC

From Kerala State Board with 96% in 2008.

COMMUNICATION

- English
- Malayalam
- Tamil

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STRENGTHS AND ABILITIES

- Strong coordination, analytical, technical, and administration skills.
- Good error correction skills.
- Interested in finding practical and technical solutions to problems.
- Ability to maintain calm during highs & lows, sociable, optimistic, and confident as well.
- Have an aptitude to work in teams with a friendly atmosphere.

REFERENCE

Jinisha Rajesh, Rahal Tent Group W.L.L

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SALINI NICHOLAS SANTHA

KINGDOM OF BAHRAIN
