



NILESH MACHCHHAR

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SUMMARY

Accomplished Assistant Unit Manager with 15+ years of experience in Muscat, Oman. Demonstrated success in leading teams and optimizing operational efficiency. Proven ability to oversee diverse functions, including senior executive responsibilities, executive tasks, and inventory management. Skilled in implementing effective strategies to drive productivity, streamline processes, and achieve organizational objectives. Strong analytical and problem-solving skills, with a focus on delivering exceptional results. Committed to fostering a collaborative work environment and promoting continuous improvement.

EXPERIENCE

Assistant Unit Manager | July 01, 2015 – Present | P&G & Redbull Division | Khimji Ramdas LLC (Muscat – Oman)

- Manage customer and vendor accounts, maintaining SOA and processing payment requests; handle debit note and credit note processes, ensuring accuracy and proper documentation.
- Prepare monthly cash and bank reconciliation statements, identifying and resolving discrepancies; identify discrepancies in accounting entries and takes corrective actions to rectify them.
- Perform general office duties and administrative tasks, ensuring smooth operations; generate division and salesman wise customers' aging reports and follows up for payment.
- Manage entries in HRMS and Mobility software, ensuring data accuracy and system integrity; oversee monthly recovery processes from principal vendors, ensuring timely and accurate payments.
- Coordinate with cross-functional teams to streamline and improve financial processes and controls; support the preparation of financial statements, including income statements, balance sheets, and cash flow statements.
- Assist in the development and implementation of financial policies and procedures; conduct regular financial analysis to identify areas of improvement and cost-saving opportunities.
- Collaborate with the management team to provide financial insights and recommendations for strategic decision-making; manage monthly closing accounting entries, ensuring accuracy and completeness.
- Report MIS & variances in monthly closing reports, highlighting key insights and trends; oversee financials, including budgeting, forecasting, accruals and managing accounts payable and receivable.
- Handle internal and external audits (IFRS), ensuring compliance and accuracy of financial statements; manage tax assessment processes, ensuring timely and accurate filing for the company.
- Conduct asset management activities, tracking and maintaining records of company assets; monitor and records company expenses, ensuring proper documentation and adherence to budgets.

Senior Executive (Muscat, Oman) | July 01, 2012 – June 30, 2015 | Khimji Ramdas LLC

Executive (Muscat, Oman) | July 01, 2011 – June 30, 2012 | Khimji Ramdas LLC

Inventory Clerk (Muscat, Oman) | Dec 01, 2008 – June 30, 2012 | Khimji Ramdas LLC

Combined roles for both the designations:

- Streamlined financial processes, improved controls, and coordinated with cross-functional teams; developed and implemented financial policies, ensuring adherence and effectiveness.
- Provided strategic financial insights, recommendations, and support to the management team; maintained accurate records of company assets, monitored expenses, and ensured adherence to budgets.
- Coordinated cross-functional teams, supported financial statement preparation, and improved processes; assisted in policy development, conducted financial analysis, and provided cost-saving recommendations.
- Collaborated with management, ensured accurate accounting entries, and reported variances; oversaw financials, including budgeting, forecasting, and accounts management.

- Handled internal and external audits, managed tax assessments for compliance; conducted asset management, monitored expenses, and maintained documentation.
- Managed customer and vendor accounts, processed payments, and maintained documentation; prepared and reconciled monthly cash and bank statements, resolved discrepancies in accounting entries.
- Performed general office duties, generated aging reports, and ensured payment follow-up; managed HRMS and Mobility software entries, oversaw vendor payment processes.

SKILLS

Financial Accounting & Reporting | Budgeting & Forecasting | Financial Planning & Analysis | Project Management & Cost Control | Customer & Vendor Management | SAP ERP Implementation (FI, MM, SD & DSD) | Automation & Cost Optimization | Team Building & Leadership | Data Mining & Analysis (MS Office) | Ability to work under pressure | Continuous learning & growth mindset | Adaptability & Multitasking | MS Office Proficiency | SAP-ERP Knowledge | Tally Experience | DPR 2.0 | QuickBooks Proficiency | Internet Application Skills

EDUCATION

Bachelor of Commerce in Business Administration | 2008 | Krantiguru Shyamji Krishna Verma Kachchh University

CERTIFICATES

Emotional Intelligence Certification | 2020 | The City and Guild of London Institute ILM UK

IC3 Global Digital Literacy Certification | 2020 | Certiport USA