

# NISHIL MANUEL

Office Administrator

UAE, Sharjha

+971503683487 | nishilmanuel1@gmail.com

## PROFESSIONAL SUMMARY

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Highly organized professional with experience in managing office operations, client accounts, and administrative tasks. Skilled in coordinating logistics, maintaining accurate records, and ensuring compliance with company policies. Proficient in MS Office, Tally Prime, and data analysis, with a proven ability to streamline workflows and enhance team efficiency. Strong interpersonal skills and a commitment to confidentiality and detail-oriented work.

## EDUCATION

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**Skill Mount | Diploma in Taxation and VAT UAE**

Taxation and VAT - UAE - 2024

**Siena College of Professional Studies | Bachelor of Commerce**

Finance And Taxation -2019

## SKILLS

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Tally Prime	Microsoft Excel
MS Powerpoint	Outlook
Custom Relations Management	Bills payable
Inventory and Operations	Bills Receivable
Accounting and Sales	B2B and B2C Order Fulfillment

## EXPERIENCE

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**ADMINISTRATION MANAGER | 04/2024 to 11/2024**

**Hi Volt Electrical Solutions - Ernakulam**

- Managed accounts, purchase orders, and client communications for smooth operations.
- Led sales target allocation, performance reviews, and sales forecasting.
- Nurtured strong customer relationships, increasing retention and satisfaction.
- Coordinated logistics and material dispatch for timely project completion.
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- Led sales target allocation, performance reviews, and sales forecasting.
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- Coordinated logistics and material dispatch for timely project completion.
- Account Management and Communication
- Purchase Order Management
- Customer Relationship Management
- Project Leadership
- Sales Target Allocation and Guidance
- Planning and Forecasting
- Logistics and Material Dispatch

## **ACCOUNTING AND TAXATION INTERN | 02/2024 to 05/2024**

### **Capella - Dubai (Remote)**

- Managed client accounts from basic transactions to final financial report preparation using Excel and Tally.
- Analyzed financial data and generated comprehensive reports to aid decision-making.
- Prepared financial statements (balance sheets, income statements) adhering to international standards.
- Ensured accuracy by reconciling financial data and identifying discrepancies.
- Gained knowledge of UAE tax laws and corporate tax compliance.
- Maintained confidentiality and demonstrated quick adaptability to new accounting processes.

## **MIS EXECUTIVE | 04/2023 to 04/2024**

### **SIS Prosecur – Edapally**

- Managed data entry, reports, and daily ATM Accounts using WPS Software.
- Developed data-driven reports, improving operational efficiency and accuracy.
- Conducted route audits to ensure compliance and enhanced operational processes.

## **CUSTOMS CLEARANCE AND LOGISTICS EXECUTIVE | 08/2019 to 05/2023**

### **Kumaroth Shipping Agencies – Willingdon Island**

- Communicated with clients for documentation and filed customs declarations.
- Ensured compliance with customs regulations and managed LCL/FCL shipment clearances.
- Coordinated logistics and provided regular shipment status reports to clients.

## **CERTIFICATIONS**

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- **Counter Sales Executive | National Skill Development Corporation | 2019**
- **Understanding Logistics | LinkedIn | 2023**
- **Lean Six Sigma Foundations | LinkedIn | 2023**
- **Job Skills: Supply Chain and Operations | LinkedIn | 2023**
- **Diploma Certificate in Taxation and VAT UAE**

## **ADDITIONAL INFORMATION**

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Date of Birth: 07/02/1998

Permanent Address: Veliparambil House 9/560A, Kerala, INDIA

Passport details: W2244247

Date of Expiry : 04/07/2032

Languages known: Malayalam, English, Tamil