



Nisha Soni

ACCOUNTING ASSISTANT / PROCUREMENT MANAGER

PROFILE

9+ Years of experience in Accounting Field & now Procurement Officer.
Highly focused and fast learner.

EXPERIENCE

QAM Healthcare- Dubai (Jan 2023 - Jan 2024) PROCUREMENT MANAGER / RECEPTIONIST

- Purchasing hospital and pharmacy all items as per requirements on daily basis.
- Contacting suppliers to get the best prices and negotiating with them to get the best price for all products.
- Co-ordinating with doctors and all staffs regarding the purchase list.
- Generating LPO and Receiving deliveries of the items.
- Handling all Reception duties with Procurement work.
- Insurance claims, adding insurance detail, registration of walk-in patients.
- Daily income and expense entries in Odoo and zoho.
- Handled customer care on daily basis to make bookings for the services in clinic, follow-up with bookings.
- Documentation of patient details such as insurance claim and consent papers with their id.

R Radadiya Company - Surat, India (2018-2022)

ACCOUNTANT

- Posting Journal Entries, Managed day-to-day financial transactions and bookkeeping.
- Processed Account documentation including Invoices, payment checks.
- Reconcile general ledger and prepare monthly report. Managed and file Income Tax returns.
- Maintaining Accounts Receivable & Accounts Payable.
- Posting Bank Statements Entries.

Al Marmoum Steel Products Tr. (Sharjah UAE) (2017-2018) ACCOUNTING ASSISTANT

- Manage invoices, refund and returns.
- Manage employee payroll by tracking employee hours and entitlement.
- Verify order Invoices and follow-up with vendor to reconcile variances.
- Track Banking transactions and financials on MS excel.
- Prepare monthly reports.

Vision 2K Texofab - Surat, India (2014-2017)

ACCOUNTS ASSISTANT

- Make sale & Purchase invoices & Sales Purchase Orders.
- Support annual audit process. Maintain nominal and subsidiary ledgers.
- Produce accurate general ledger on Tally.
- Ledge Tax returns and VAT filing with HMRC.

Envirozone Technocraft - Surat, India (2012-2014)

BACK OFFICE EXECUTIVE

- Enable smooth daily operations through effective administrative and clerical support. Maintain efficient workflow by monitoring office supply level and order low-stock items. Schedule meetings, conferences and appointments.

CONTACT

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EDUCATION

2016
BACHELORS IN COMMERCE
Veer Narmad South Gujarat University

Certificate

2022
TALLY ERP 9 COURSE
Creative Design & Multimedia Institute

PRO.SKILLS

Advance Bookkeeping
Account Reconciliation
MS Office
Account Payable/Receivable
ERP Software
Strong negotiation skills.
Great relationship management
Time-management