

# NILA RAJ

## FINANCE AND ACCOUNTS EXECUTIVE

### PROFILE

Dedicated cost Accounting Professional with experience in Financial Planning. Excellent Organisational Skills with ability to adapt to changing working conditions. Experience with Budgeting, Forecasting, Cost controlling and Financial reporting practices. Ability to prioritize multiple activities with tight deadlines.

### PROFESSIONAL EXPERIENCE

**Institutional Trainee (CMA) - Cochin Shipyard Ltd, Ravipuram Kochi. - Present (December 2021 - December 2022)**  
**Department - Finance Department Bills Import Section**  
**Principal duties and responsibilities.**

Responsible for payment processing with respect to -

- Import Bills (Foreign Currency Payments) -Letter of credit, Telegraphic Transfer & CAD (Material payment and Service payment)
- Customs OT Escorting Fee. Customs duty etc. to the commissioner of Customs.
- IGST through ICEGATE portal and reconciliation of the same.
- SIMS registration fee through DGFT portal.
- AIMS registration fee.
- METI related payment (MESS, Cable, Honourarium, Books, TA)
- Payment through TREDIS.
- Professional fees to auditors.
- Clearance of freight bill with work order.
- Verification of Bank guarantees, FD receipt and EMD received as per the terms of purchase order incorporating data in the system for follow up and release of the same on request.
- Quarterly booking of provisions.
- Booking income (Fee) from GME and FFTC students in METL.
- Preparation of various MIS reports such as  
MSME report  
GSTRA report for uploading
- Processing of TDS and preparation of GST TDS voucher.
- Processing of MASRE trust related fund transfer.
- Concurrence file checking

### URS FUELS (2019 – 2021)

- Payment with terms of purchase order
- Processing emergency purchase bills
- Processing of temporary advance
- Valuation and accounting of goods receipt voucher

### LANGUAGES KNOWN

English	-	Fluent
Hindi	-	Intermediate
Tamil	-	Intermediate
Malayalam	-	Fluent

### CONTACT



25nilaraj@gmail.com

+ 971543031024

Abdulla kamber building

Union metro station, Deira UAE

DOB - 25/12/1997

Visa Status - Active on visiting visa

### HARD SKILLS

- Analytical thinking
- Financial management
- Knowledge in MS Excel, Word & PPT
- Presentation skill
- Cashflow Analysis

### SOFT SKILL

- Multi - tasking
- Communication skills
- Time management
- Team work
- Decision making
- Observation skill
- Leadership
- Versatile

### EDUCATIONAL QUALIFICATION

- ICWAI (CMA Intermediate)  
Institute of Cost Accountants of India  
2020
- Bachelor of Commerce  
Mahatma Gandhi University  
2020
- Higher Secondary  
Bhavan's Vidhya Mandir  
2015
- Secondary  
Bhavan's Vidhya Mandir  
2013

### TECHNICAL QUALIFICATION

Packages - MS Office, Tally GST, Excel