

Nisarg Pancholi

Dubai United Arab Emirates
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SUMMARY

- Experienced in day-to-day accounting processes, Import - Export processes and applicable regulations. Dedicated to maintaining accurate records with attention to detail and expert financial knowledge.
- Cautious Compliance Officer with experience in developing compliance programmes. Possesses good judgment and attention to detail. Solid track record of creating and overseeing action plans to meet compliance requirements.
- Responsible professional with substantial experience in executing legal compliance programmes. Studies documents and practices to gauge weaknesses. Determined to educate employees to raise standards and apply best practices.

EXPERIENCE

Art Diamond Goldsmith & Jewellery LLC - Compliance Assistant

Dubai, United Arab Emirates

11/2022 - I currently work here

- Maintained all the AML procedures as per the company AML policy for the UAE government Anti Money Laundering law
- Regularly reported on risk management and implemented mitigative strategies to reduce vulnerabilities
- Monitored and enforced risk management procedures, reducing vulnerabilities and monitoring outcomes.

Art Diamond Goldsmith & Jewellery LLC - Accountant

Dubai, United Arab Emirates

12/2021 - I currently work here

- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Used Orosoft (Neo) & Win Gold accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.

LANGUAGES

English: : C1	Arabic: : A2
Advanced	Elementary
Hindi: : C2	Gujarati: : C2
Proficient	Proficient

SKILLS

- Accounting
- Inventory Management
- Import-Export Operations
- Banking
- Payroll Processing
- Commodity Markets
- Data Entry
- Anti-Money Laundering
- Reporting & Analysis
- Regulatory Compliance
- Customer Due Diligence (CDD)
- Enhance Due Diligence (EDD)
- Transactions monitoring
- Compliance Risk Management

EDUCATION

07/2018 - 06/2021

Saurashtra University

Rajkot, Gujarat - India

Bachelor of Commerce : Account