



NIKHIL ISAAC JACOB ACCOUNTANT

Skilled at managing sales accounts, credit supervision, delivering customer service, overseeing office operations, and adept at utilizing Tally accounting software.

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805, Liwa Oasis 1, DSO, Dubai

SKILLS

Financial Reporting
Financial Analysis
Credit Management
Customer Service
Debtor Management
Expense Tracking

Languages: *English, Hindi, Malayalam*

AWARDS & CERTIFICATIONS

Performer of the Year –
Realization 2022. DC Books,
India

Certified In Value Added Tax
(VAT) – Implementation in
Saudi Arabia / Gulf

Certified In Master Effective
Debt Collection & Credit
Control

EDUCATION

Master Of Business
Administration – Airlines
And Airport Management,
Bharathiar University, India
(2014 – 2016)

Bachelor Of Commerce –
Computer Applications,
Bishop Speechly College,
India
(2011 – 2014)

EXPERIENCE

**CREDIT CONTROLLER (ACCOUNTS RECEIVABLE
ACCOUNTANT) – DC BOOKS, INDIA** AUG 2021 –
SEPT 2023

- Successfully resolved the closure of multiple outstanding payments, totalling **INR 24 million**, marking the highest recovery in a month.
- Spearheaded monthly stock verifications for **35 retail stores** across Kerala, India, leading a **20-member team** throughout the activity.
- Led credit realization and inventory control at dc books for 2 years.
- Oversaw credit extension approvals and billing validation.
- Proactively addressed non-payment invoice inquiries.
- Diligently monitored and managed overdue customer accounts.
- Collaborated with the sales and finance team to resolve payment disputes.

**ASSISTANT ACCOUNTANT CUM CASHIER – WELFAST
MEDICAL CENTRE, INDIA** SEPT 2018 –
OCT 2019

- Generated reports for accounts payable, receivable, and petty cash books.
- Managed daily cash transactions and maintained accurate records.
- Conducted monthly bank reconciliations with meticulous attention to detail.
- Assessed and documented daily hospital expenses, ensuring financial accuracy.
- Played a pivotal role in compiling debtor lists and consistently pursued follow-ups.