Niyas

[Niyas.273344@2freemail.com](mailto:Niyas.273344@2freemail.com)

**Career Summary**

A highly experienced Accountant with comprehensive and strategic understanding of accounting, business and technical issues and organizational changes. Able to devise and implement coherent accounting strategies whilst improving internal processes and procedures within a demanding environment.

**Strengths**

* Rich exposure to all aspects of administrative functions.
* Systematic approach backed by talent for getting work done within schedule.
* Willingness to take on challenging assignments in all areas of work.
* Honest, sincere, hard working and punctual.
* An effective communicator with excellent relationship building & interpersonal skills.
* Possess a flexible & detail oriented attitude.

**Professional Experience**

***MARUTI SUZUKI Popular Vehicles & Services Pvt. Ltd.***

**Designation: Assistant Accountant**

**Duration: Jan-2014 to Dec-2015**

**Responsibilities:**

* Preparation of Vouchers , cash book, petty cash, daily journal entries , maintaining all Ledger accounts, Sales and Purchase registers, Bank Reconciliation statement, Preparation of other Statement like Outstanding receipts and Payment etc.
* Maintaining a well relationship with the Banker. Depositing and withdrawal of cash, depositing of cheques.
* Follow up of Accounts Receivables for timely collection on due dates visiting customers for solving the issues, disputes, excess credit limit etc.

**Academic Qualification**

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| 2014 - 2015 | **MICROSOFT ISO CERTIFIED**  Windows, Power point, Word, Excel, Internet & E-mail |
| 2011 – 2013 | **BACHELOR OF COMMERCE (B. Com)**  Under Mahatma Gandhi University, India. |
| 2008 – 2010 | **HIGHER SECONDARY EDUCATION (PLUS TWO)**  From Central Board of Secondary Education, Govt. of India. (Sri Krishna Higher Secondary School, India) |
| 2006 – 2007 | **SECONDARY SCHOOL EXAMINATION (SSE)**  From State Board of Secondary Education, Govt. of India. (Saint Sebastian School, India) |

**Computer Expertise**

* Tally, Peachtree
* MS Office - Word, Excel, Power Point
* QB Accounting
* Sage 50
* Mayob
* Operating system - Windows XP, 7, 8 & 10

**Linguistic Capabilities**

* English, Hindi, Malayalam, Arabic(Proficient)

**Personal Details**

Date of Birth : 16/05/1992

Nationality : Indian

Marital Status : Single