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**NITHEESH**

**NITHEESH.333886@2freemail.com**

*Now looking for a new & challenging accountant position, one which will make best use of my existing skills and experience & also further my development*

**Synopsis**

*To pursue a career in Accounts & Finance in challenging work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.*

**Professional Contour**

***Company Name:****) Ahalia Money Exchange And Financial Service Pvt Ltd.(Financial Company,Kerala,INDIA)*

***Duration:*** *2015 Oct to 2016 Nov*

***Job Profile:****Accountant*

***Job Description:***

* Examine The Statements To Ensure Accuracy
* Inspect Account Books And Accounts System To Keep Up To Date
* Organise And Maintain Financial Records
* Documents Financial Transactions by Entering Account Information
* Compute Tax, Prepare Tax Returns, Ensure Prompt Payment
* Reconciliation of Bank.
* Customer receipts & Payments entry.
* Handling of petty cash.
* Summarize Current Financial Status By Collecting Information; Preparing Balance sheet, Profit And
* Loss Statement and Other Reports
* Work closely with Auditors during bank and yearly audit.
* Assist in month end closing.

***Company Name:*** *Zeal Channel (Media Company, Kannur, INDIA)*

***Duration:*** *3rd Sept 2013 to 28th Sept 2015*

***Job Profile:****Accountantr*

***Job Description:***

* Responsible for Accounts payable & Receivables.
* Verification of general ledger account.
* Customer receipts & Payments entry
* Handling of petty cash
* Provides information by answering questions and requests
* Fielding telephone calls, filing documents and data entries
* Sending mails as per the requirements of the management

 **PROFESSIONAL QUALITIES**

* **Multi-Tasking Ability –** An uncanny ability to balance a numerous amount, and broad spectrum of tasks, bringing each to fruition in the most efficient and effective way.
* **Team Player –** Ability to work effectively with anyone with different skill sets, personalities, motivation levels and work styles. A good listener and evaluator to come up with effective solutions for the team.
* **Loyalty –** Believes that establishing longevity with a company is essential in upholding that company’s credibility, as well as my own.
* **Reliability—** beingreliable, responsible, and dependable, and fulfilling obligations on time.
* **Adaptability/Flexibility—** able to accept challenge and being open to change and to considerable variety in the workplace.
* **Cooperation—** being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Academic Background**

* Master of Commerce (Finance with Computer Application)
* Bachelor of Commerce (with Computer Application)

**Professional Skills**

* Well versed with MS-Office,
* Indian and Foreign Accounting

**Personal Specifics**

Date of Birth :16thmay 1990

Marital Status : Single

Linguistic Proficiency :English, Malayalam,Hindi

Interests & Hobbies :Travelling, Playing Sports, Listening to Music.

**DECLARATION**

I hereby declare that the above-furnished details are true to the best of my knowledge and experience. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.