**Curriculum vitae**

**NIMIL**

**Nimil.363161@2freemail.com**

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|  **VISA STATUS** **Visiting Visa****Visa Expiry – 13th July 2017****NATIONALITY****Indian****DATE OF BIRTH** **19th June 1993****GENDER****Male (Single)****LANGUAGE KNOWN** **English, Malayalam, Tamil**   |

**OBJECTIVES**

To secure a rewarding and challenging place relative to my work experience and educational qualification specified in this resume, which will effectively utilize my skills, abilities, experience and knowledge to provide mutual growth and enhancement.

**OVERVIEW**

A highly motivated Accounts Professional with verifiable record of accomplishment spanning over two years. I am highly innovative and is often recognised as a result oriented and solution focused individual. I am looking for a full- time position in the field of Finance which will give me an opportunity to use my strong academic background and analytical skills to cater to both organisational and personal growth. I can efficiently handle different Operating Systems like **SAP, Tally, Ms Office** etc.

**WORK EXPERIENCE**

**Mero Asia Pacific Pvt. Ltd.**

 MERO has its corporate and design headquarters in Wuerzburg, Germany along with its production hall of 37,000 m² equipped with Lazer Welding Machinery, Welding Robots, Powder Coating Lines, etc. all to provide the accuracy, precision and quality which has been the hallmark of MERO. Projects of all sizes implemented around the world in various shapes and materials prove our quality and competitiveness

Duration :  **1.5 Years (2015 to 2017)**

Designation :  **Accountant**

Location : **Infopark Kochi**

Client : **TCS**

* Preparing Financial statement like Profit and Loss account, Balance sheet up to finalisation of accounts.
* Have undertaken accounting of vendor invoices and ensured timely payment.
* Monitoring Invoice verification process .
* Solving queries of clients via mail or phone.
* Ensuring all issues are escalated according to SLA.
* Picking up escalations from Business Unit.
* Identifying and resolving pending vendor payment issues.
* Provide training to new joiners.
* Handle queries from Customers/Business Unit and other departments.
* Manage workflow for self and junior staff when assigned.
* Assist and help junior staff to meet their performance.
* Pending payment follow up through telephonic and email.

 **Malabar Developers Pvt Ltd.**

Malabar Developers (P) Ltd., is the flagship housing development wing of the Malabar Group which enjoys a prominent position in the top echelons of business world in India. The company, headed by the Chairman and visionary Mr.M.P. Ahammed commenced its remarkable journey in 1995 with its first project as Malabar Gate. Since inception, they have been reliably delivering highly innovative living spaces with outstanding quality in the form of **premium villas, apartments and commercial projects** that are spread across India and abroad.

 Duration : **1 Year (16th September 2014 to 30th September 2015)**

 Designation : **Junior Accountant**

 Location : **Calicut, Kerala**

* Maintaining daily reports of departmental costs.
* Reconciliation of company ledger with bank accounts.
* Maintaining and updating multiple accounts according to different contractors.
* Verification of bills from managers.
* Manage accounts of all workers in the construction department.
* Supervision of the construction billing process.
* Following up with the contractors for due payments.
* Creating new salary accounts for newly joined employees.
* Pay roll maintenance of employees in the company.

**CAREER ACHIEVEMENT AND AWARDS**

* Received Monthly awards for excellent performance.
* Feather in the cap award for best performance in 2014 & 2015 at Malabar Group.

**EDUCATIONAL QUALIFICATION**

* **B.Com (Tax)**

 **College**: Mahathma Gandhi College, Trivandrum

 **University**: Kerala University, Kerala

* **Plus Two**

 **Name** **of** **School**: GHSS Thariode

 **Board**: Board of Higher Secondary Examination

* **S. S. L. C**

  **Name of School**: Nirmala Higher Secondary School, Thariode

 **Board:** Board of Public Examination

**ADDITIONAL QUALIFICATION**

* SAP Version 7(End user level)& SAP Version 6
* Tally Erp9
* CSIDS (Corporate suppler identification source)
* GPS (Global purchasing system)
* D&B (Duns & Bradstreet)
* Arkan – Used for audit purpose.
* ODM (Online Document Management)
* Excel Spread sheets and MS office

**DECLARATION**

I hereby declare that the particulars stated above are true and correct to the best of my knowledge and belief.