

**NESMIL**

**NESMIL.372443@2freemail.com**

**ACCOUNTANT/ADMINISTRATION**

# Profile Summary ǁ

* + To identify loopholes and recommend risk aversion measure and cost savings.
	+ Specialized knowledge in Financial Reporting and Auditing.
	+ Good exposure in Decision Making, Budgeting and Costing.
	+ Accounting Activities up to finalization of Accounts.
	+ Specialized in Tally ERP.
	+ Assist in reporting of the Financial Reports on daily/monthly/yearly basis in the security audits, information system audits, environmental audits etc.
	+ Preparation of Income & Expenditure Statements for different types of business.
	+ Preparation of Bank Reconciliation Statements.
	+ Knowledge in Trading and Manufacturing Company Accounts.
	+ Reduces financial risk to the management through Internal Audit.
	+ Good Exposure in Internal Auditing.
	+ Financial Statement Analysis.

# Education ǁ

## CMA (U.S.A) - Certified Management Accountant- Course Completed, Awaiting Final Result.

* + **MBA (Finance) -Master Of Business Administration(Finance) - Pondicherry University .**
	+ **B.COM - Bachelor of Commerce - Pondicherry University.**
	+ **HSE -Higher Secondary Education - CEBGHSS Mahe.**
* **Work Experience ǁ**

 **FEBRUARY 2017 – JUNE 2017: S&S Associates (Chartered Accountant) Kochi - INDIA ACCOUNTANT:**

* + Preparing Financial Statements.
	+ Income and Expenses Entries to Accounting System.
	+ Vouching.
	+ Entering Vendor Invoices, Paying Bills, Creating Invoices for the clients
	+ Trained for Cost Accounting.
	+ Quarterly Taxes and Asset Inventory.
	+ Maintaining full set of Accounts up to finalization.
	+ Preparation of sales, payments, receipts, purchase and contra entries.
	+ Preparation of Bank Reconciliation statements.

##  JANUARY 2016 – FEBRUARY 2017: Williams Lea Tag – KOCHI - INDIA

 **Document Specialist:**

* + Maintain business documents by managing the storage.
	+ Archiving and retrieval of business documents.
	+ Document control by Reviewing or Editing documents prior to them being sent to clients.
	+ Presentation for the clients.
	+ Responsible for Document management.
	+ Ensuring Records are properly stored and easily accessible
	+ Provide Administrative Assistance
	+ Accomplish conference with client management and provide successful presentations.
	+ Checks all the documents, registers, financial transactions of an organization.

# Personal skills ǁ

* + Pleasing personality with friendly attitude.
	+ Methodical and thorough approach to work.
	+ The ability to work accurately, with attention to detail.
	+ Best Presentation and Communication skills.
	+ Familiarity with business software such as Microsoft Office.
	+ Integrity & Self confidentiality.
	+ Strong communication skills, both written and verbal.
	+ The flexibility and willingness to learn.
	+ Brilliant Grasping Power and quick solution maker.
	+ Professional Appearance and Presentation.

# IT Skills ǁ

* + ERP : Tally ERP 9.0, Fin book.
	+ Operating System : Linux, Unix, Windows 2008, 2000, XP&10.
	+ Programs : MS Word, MS Excel, MS PowerPoint, MS outlook.

# Personal Details ǁ

* + Date of Birth : 20/03/1994
	+ Languages Known : English , Malayalam, Hindi
	+ Gender : Male
	+ Nationality : Indian
	+ Visa Status : Visit Visa Until October 12 2017.