

**NESMIL**

[**NESMIL.372443@2freemail.com**](mailto: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.