NISHANTH

Dubai,UAE, Mob: C/o 971504973598

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Visiting Visa Status : Valid till April 23rd 2018

Career Objective

To employ my knowledge and experience with the intention of securing a professional career in Accounts/Finance with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Professional Experience-6 Years

* **Senior Associate- Accounts Payable & Accounts Receivable of General Motors,USA in**

**SAP**

Conduent Business Services India LLP,Kochi August 2015-September 2017

**Job Profile**

* Processing of Sundry Billing Request(SBR) in lotus 123
* Accounting Receivable invoice correction and creation
* Accounts Receivable Reclassification Process(From Transitory Account to Corresponding G/L Account
* Understanding of SLAs and KPIs and report to the management about the level achieved.
* Posting of invoices
* Postings of Debit and Credit notes
* GR creation related to steel resale process
* GR correction and error handling related to steel resale process
* Handling Emails and inbound queries related to SAP interface technical issues
  + **Accountant**

Mangalam Chits Pvt.Ltd,Thodupuzha November 2011- October 2014

**Job Profile**

* End to End handling of Payables & Receivables using Tally ERP 9.
* Preparation of Daily Collection Report
* Maintenance of Petty Cash Book
* Bank Reconciliation of Account Books
* Monthly report of shortfalls & gains
* Ageing analysis of Payables & Receivables and follow up with customers
  + **Accounts Associate – Entry Level Accounting of a Manufacturing Concern.** Cochin Power Cables Pvt.Ltd,Thodupuzha

July 2010 – August 2011

**Job Profile**

* Preparation of bills & Job Works
* Preparation of Stock Report to be presented to banks and financial institutions.
* Preparation of Payroll and other statutory Documents
* Assisting in the preparation of Service Tax and Central Excise Returns.

IT Skills

* Certificate in Tally ERP 9,MS Office

Education

Master of Commerce in Finance and Taxation

MG University ,Kottayam 2012-2017

Bachelor Of Commerce in Finance and Taxation,Newman College,Thodupuzha 2007-2010.

Personal details

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| --- | --- | --- |
| Date of Birth | : | 29th September,1989 |
| Languages Known | : | English,Malayalam |
| Marital Status | : | Single |

Declaration

I hereby declare that all information given above is true to best of my knowledge and belief. Date :

26th January 2018

Signature

Place :Karama,DUBAI

Nishanth