CURRICULAM VITAE

 

Name: **Nikhil**

**Email Id:** Nikhil.378939@2freemail.com

**Mob: C/o 0504973598**

**Personal Data:-**

Nationality                            - Indian

Gender                                  - Male

Blood Group                         - O +ve

Marital Status       - Single

Language Known  : 1.Malayalam (Read, Speak & Write)

                                  2. English (Read, Speak & Write)

                                   3. Hindi (Speak)

                                  4. Tamil (Speak)

 Passport Details**:-**

                                 Place of Issued : - Cochin

                                   Date of Issued : - 11-11-2014

**Career Objective:-**

 To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the result. Three years’ and eight months experience as an accountant with in depth knowledge of accounting tools, procedures and transactions, seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

**Career Summary:-**

* A detail oriented with excellent knowledge of accounts possesses rich experience of three years and eight   months experience in financial.
* Planning, analysis and accounting principles.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Innovator with creative skills and experiences to improve overall business processes.
* Computerization of  Accounts of almost all types of business organization using ‘Tally 4.5,Tally 7.2 , Tally 9.0 , ERP Tally and Organizations own accounting software’s.
* MS Office, Peachtree, email and internet.

 **Personality Traits:-**

* Excellent communication skills
* Good analytical skills and problems solving skills
* Keen observer
* Highly trustworthy , discreet and ethical
* Smart working ability
* Multitasker
* Sincere, Punctual and hardworking.
* Always Willing to take new responsibility
* Continuesly Seeks Opportunity to learn

**Target Job:-**

              Job field    : - 1. Auditor assistant

                                          2. Accountant

                                          3. Senior Accountant

             Industry     : - 1. Trading

                                          2. Service

**Educational Qualification:-**

1. Bachelor’s Degree in B.Com (Finance), University Of Calicut, Calicut, 2014
2. Plus Two (Commerce),  Kerala State Board,2011
3. S.S.L.C, Kerala State Board,  2009

**Certifications:-**

1. Tally ERP 9, Tally Academy Certificate
2. Peachtree, Manual Accounting, Tally, IRS Computers & Communications(P) Ltd.

**Work Experience:-**

**Pacific Cleaning Equipments & Detergents (ECOLAB)**

**As an Senior Accountant**

**Kingdom of Bahrain**

**(Period: 07-10-2015 to 19-12-2017 )**

  Key Responsibilities Handled

* Administering payrolls and controlling income and expenditure
* Compiling and presenting reports, budgets, business plans, commentaries and financial statements
* Analyzing accounts and business plans
* Customer follow up, meeting and interviewing customer
* Examine statements to ensure accuracy
* Ensure that statements and records comply with laws and regulations
* Inspect account books and accounting systems to keep up to date
* Organize and maintain financial records
* Improve businesses efficiency where money is concerned
* Suggest ways to reduce costs, enhance revenues and improve profits
* Posting and processing journal entries to ensure all business transactions are recorded
* Updating accounts receivable and issue invoices
* Updating accounts payable and perform reconciliations
* Posting sales, Purchase Invoices, cash & bank vouchers, debit, credit notes.
* Secures financial information by completing database backups
* Find out the bad customers and proper follow up
* As an computer accountant , Prepare day book , finalizing the balance sheet and profit & loss a/c
* Handling audit queries of internal and external auditors
* Handling, managing and tallying petty cash.
* Preparing importing and exporting documentation
* Making contract and price list with customers
* Preparing quotations
* Managing all commercial operations and other services
* Processing and verification of receipts, payments, refunds and other records.
* Maintenance of books of accounts on day to day basis
* Data entry, receivables and payables administration and maintenance.
* Preparing LPO’s and duplicate invoices.
* Verifying and filling all the documents and bills.
* Preparing company based letters and documents if required.
* Submitting invoices and important documents to customer’s daily and monthly basis.
* Finding customers complaints and inform to technical team.
* Good communication with customers and improving company goodwill.

**P T Chakkunny & Associates (CA)**

**As an Auditor Assistant & Accountant**

 **Thrissur, Kerala**

 **(Period: 01-04-2015 to 30-09-2015)**

Key Responsibilities Handled

     -   As an computer accountant , Prepare day book , finalizing the balance sheet and profit & loss a/c

* Managing team of accountants for smooth & timely execution of various account Processes.
* Compliance of Direct, Indirect tax and vat requirements
* Finalization of inventory ,reconciliation of creditors & Debtors ledger
* Handling audit queries of internal and external auditors
* Preparation of vat computation and Reporting ( E-Filing )
* Maintaining and examining the records of government agencies

**Wizard Sales Practitioner**

 **As an Accountant**

 **Thrissur, Kerala**

          **(Period: 01-04-2014 to 31-03-2015)**

  Key Responsibilities Handled

* Managing commercial and financial activities of the Shop.
* Posting and processing journal entries to ensure all business transactions are recorded
* Compliance of Direct, Indirect tax and vat requirements
* Finalization of inventory ,reconciliation of creditors & Debtors ledger
* Preparation of vat computation and Reporting ( E-Filing )
* Preparation of bank reconciliation

**Additional Qualification:-**

* Technical Qualification:-

                             Valid Driving License in Light Motor Vehicle (India).

* Skills:-

              - Computer Accountant, ERP Tally 9, MS Office, Peachtree and Internet

              - Good experience in accounting work, Sale tax, Income Tax

 **Declaration**

I hereby declare that the above furnished details are true and correct to the best of my knowledge.

Place: Nikhil

Date :