**Nirmal**

**Email:** **nirmal.389993@2freemail.com**

**Career Objective:**

To work with an enterprise where I can deliver the maximum and also which gives a platform for growth both professionally and personally.

**About Nirmal:**

Having secured a Masters degree in Commerce from the prestigious Madras Christian College, Nirmal has extended his immaculate dexterity to his various employers for more than 4 years. Within this short span he has worn the hat of an operations assistant, accounts executive and Senior Accountant . He has hand on experience in commercial due diligence, book keeping, maintaining inventory records, reporting of financials records to highlight a few. He is multilingual and is a team player.

**Experience Details:**

|  |  |
| --- | --- |
| **Chamakala Harmony Trading ,** | **Designation : Senior Accountant** |
| **Phalaborwa , South** | **Module** | **: Vector /Sigma** |
| **Africa June 2017- Jan** | **Roles & Responsibilities** |
| **2019** | • Daily Monitoring of cash flow for Outlets, Sales and Gross Profit |
|  | • Monitoring Stock position in Outlets. |
|  | • Ensuring GRV are done properly corresponding to Invoice. |
|  | • Monthly Reconciliation of Creditors/Vendor Ledger |
|  | • Timely payment to suppliers without losing discounts |
|  | • Giving approval for Creditors &bank payments |
|  | • Preparing Monthly Performance Chart of Outlets |
|  | • Prepare Monthly Tax, Purchase & Sales Report for Book keeper. |
|  | • Fleet Card Management & Stock Taking at outlets. |
|  | • Consolidating orders of Outlets & placing them together to get good price & discounts. |
|  | • Overall Monitoring of outlets. |
|  | • Capturing Expense & controlling them. |
|  | • Monitoring franchise of SPAR & TOPS at Lulekani & Namakgale . |
| **V ROY & Company ,** | **Designation : Accounts & Audit Executive** |
| **Chartered** | **Module** | **: Tally** |
| **Accountant, Kottayam** | **Roles & Responsibilities** |
|  | • Auditing & Verification of Books prepared by Clients. |
| **August 2015- May 2017** | • | Preparing Audit Reports. |
|  | • Preparation of Accounts of Company / firms on behalf of our Clients. |
|  | • Preparation of Balance Sheet, Profit & Loss A/c. |
|  | • | GST Registration. |
|  | • | Bank Auditing. |
|  | • | KVAT Return Filing. |
|  | • | Income Tax Filing. |
|  | • Making Advance Tax Payment. |
|  | • | Service Tax Filing |
|  | • | Managing petty cash |
|  | • Feasibility study of Accounting Software. |
| **MRF LTD , DISTRICT SALES** | **Designation : Operations Assistant** |
| **OFFICE, KOLHAPUR** | **Module** | **: SAP MM** |
| **May 2014-May 2015** | **Roles & Responsibilities:** |

• Warehouse In-charge (looking after Tyre in-bound & out-bound)

• Order taking from dealers and its billing.

• Handling 22000sq ft. Warehouse

* Team Management.
* Analyzing Invoice details in Sap
* Analyzing the current stock details and changing the location of the stock.
* Calculating the stock value
* Analyzing & Settlement of TAC items (TYRE AGAINST CLAIM)
* Verifying the monthly stock details
* Purchase Order Creation in MIGO
* Verifying the billing details

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Discipline/ | School/college | Board/ | Year of |
|  | Specialization |  | University | Passing |
|  |  |
| M.Com | Finance | Madras Christian College, Chennai | Madras University | 2013 |
|  |  |  |  |  |
| B.Com | Marketing | St Thomas College, Kozhencherry | Mahathma Gandhi university | 2011 |
|  |  |
|  |  |  |  |  |
|  |  | Mar Thoma Senior Secondary |  |  |
| 12th | Commerce | School Kozhencherry | CBSE | 2008 |
| 10th | Science | Mar Thoma Senior Secondary | CBSE | 2006 |
| School Kozhencherry |

**Computer Skills**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | • SAP Ecc 6.0 |  | • MS OFFICE | • TALLY | • VISUAL | • |  | VECTOR |
|  |  |  |  |  | BASIC | • |  |  |
|  |  |  |  |  |  |  | SIGMA |
|  | **Language Proficiency:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Language |  |  | Reading | Writing |  | Speaking |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | English |  |  | Excellent | Excellent |  | Excellent |
|  | Hindi |  |  | Good | Good |  | Excellent |
|  | Malayalam |  |  | Excellent | Excellent |  | Excellent |

**Key Projects done:**

* Performance appraisal of south Indian bank
* Study on housing loan schemes of HDFC & ICICI bank Ltd.