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**Nithin**

**Finance & Accounts**

**Email:** [**nithin-394453@2freemail.com**](mailto:nithin-394453@2freemail.com)

**Kerala, India**

**OBJECTIVE**

To pursue a career in **Accounts & Finance** in a challenging work environment with responsibilities for upgrading, developing, and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience and personal skills while being resourceful, innovative and flexible

**PROFESSIONAL SUMMARY**

* 7+ years of Experience in accounts, in India and Qatar.
* Professionally qualified with a bachelor degree in Commerce (B.com).
* Well versed in computerized accounting environment.
* Well versed in finalization of accounts, MIS reporting, Receivable & Payables Management, inventory management and Banking.
* Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure with meeting tight deadline schedules.
* Effective communication / interpersonal skills and team player interact positively with wide range of people and establish relationship based on respect.
* Exceptional problem solver with keen ability to resolve accounting issues provides business processes for improvement.

**WORK HISTORY**

* **Sr. Accountant in Qatar**, December 2016 to June 2019
* **Accountant in Kerala,** 2013 to 2016
* **Accounts Assistant in Kerala**, 2012 to 2013

**Duties & Responsibilities**

* Report to Finance Manager By preparing monthly Financial Performance statements. Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
* Manage the day to day financial transactions of the company.
* Maintain book of Accounts in a computerized environment.
* Supervise the whole range of Accounts payable, Receivable and Budget Preparation.
* Prepare Payroll and Management reports.
* Control petty cash and proper allocation
* Manage the invoice generation, Operation and Credit control
* Bill tracking raising quarries and discrepancies
* Ensure Reconciliation of all sub ledgers & General ledger is performed on regular basis
* Check Monthly Bank reconciliation statements of all bank accounts maintained resole any difference in a timely manner.
* Updating pre payments.
* Prepare monthly cash flow statement.
* Assisting in implementing Accounting/ Financial / Administrative policies and procedures.
* Reviewing, Controlling customer credit limit, Receivable etc. and to take actions.
* Controlling inventory levels and assist purchase procedures from outside country also
* Responsible for branch profitability and Inventory control
* Reconciliation of Branch accounts and overall control
* Liaise with & assist internal and external auditors, implement recommendation if any; take corrective action wherever required.

**Professional Qualification**

Bachelor of Commerce (B.Com)

**Computer Skills**

* Microsoft Office
* Tally ERP 9
* Internet utilities

**Personal Details**

Date of Birth : 02-09-1990

Nationality : Indian

Marital Status : Single

Languages : English, Hindi, Malayalam & Tamil