**Nikhil**

Dubai

Email: [nikhil.206731@2freemail.com](mailto:nikhil.206731@2freemail.com)

**CAREER OBJECTIVE**

Intend to build a career with leading corporate of business environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Now looking to start a new challenging position to meet my competencies, capabilities, skills and education.

**EMPLOYMENT HISTORY**

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| --- | --- | --- |
| **COMPANY NAME** | **POSITION** | **DURATION** |
| KALYANJewelers India pvt ltd  Thirunelveli, Tamilnadu | ACCOUNTS ASSISTANT | 2nd December, 2011 to 20th July 2013 |
| KALYAN Motors pvt ltd  Thrissur, Kerala | SALES EXECUTIVE | 27thJuly, 2013 to 31st January 2014 |
| Al Faisal Tyres Trading  Ajman, UAE | ACCOUNTS CUM SALES EXECUTIVE | 18thJune, 2014 to 18st June 2016 |
| BASCO Foods (India) pvt. ltd | ACCOUNTS CUM SALES EXECUTIVE | 2nd August 2016 to 15th September 2017 |

**PROFESSIONAL SUMMARY**

* About 5 years’ Experience in the field of Accounts & Sales.
* Strong in Software like Tally ERP-9, MS Office and Peach Tree.

**JOB REQUIREMENTS**

* To carry out day to day transactions with Banks.
* Preparation of MIS reports.
* Issuing cheques.
* Entering and posting of vouchers, preparations of Goods Receipt Notes (GRN), Invoices, Purchase orders and manages Pay Roll.
* Proper follow-up for Receivables and reporting to management.
* Preparation of weekly Bank, Cash positions.
* Preparation of monthly schedules.
* Keeping a good relationship with customers.
* Providing the value of money & best follow-up service.
* Providing information & advice with accuracy, reliability & speed of service.

**ACADEMIC PROFILE**

* BBM from BHARATHIAR University, Coimbatore in May 2011
* Higher secondary Examination passed under HSE Board Govt. of Kerala in March 2008
* SSLC Examination passed under GED Department Govt. of Kerala in March 2006

**COMPUTER CERTIFICATIONS**

* Office suit Certification from IRS Computers and Communications Pvt ltd, Thrissur

In September 2012

* Tally ERP-9 and Peach Tree Certification from IRS Computers and Communications pvt ltd, Thrissur In October 2012

**EXTRA CURRICULAR ACTIVITIES**

* Won prizes for various cultural and literary programs.
* Event organizer for various cultural programs.
* Participation in social activities through different clubs.

**PERSONAL SKILLS**

* Ability to deal with people diplomatically.
* An optimistic minded personality.
* Good verbal and written communication skills.
* Willingness to learn.

**PERSONAL PROFILE**

**Date of birth :** 22nd June 1990

**Nationality :** Indian

**Sex :** Male

**Marital Status :** Single

**Languages Known :** English, Hindi, Tamil and Malayalam

**DECLARATION**

I hereby declare that the above written information is true to the best of my knowledge and belief.

**Nikhil**