

**NIRMAL.261628@2freemail.com**

**NIRMAL**

**CAREER OBJECTIVE**

 I aim to build a long-term career in Finance. I want to endure my best effort to enhance my professional skills in a dynamic and stable workplace with opportunities for career growth, and use my skills in the best possible way thereby achieving consistent success of the company’s goals.

**WORK EXPERIENCE:**

**1.** Worked as an Accountant in Sales Tax Consultancy Centre Kannur, Kerala for 2 years.

**2.**  Worked as an Accountant in Royal Machine Tools Kannur, Kerala for 1 year.

**JOB RESPONSIBILITIES**:

**Sales Tax Consultancy Centre** Kannur, From Nov 2012 to Dec 2014

Designation: **Accountant**

* Analyze financial information of more than 20 Companies.
* Prepare financial reports to determine the Profit& Loss of organizations.
* Prepare statements to determine Tax Liability.
* Maintain record of Assets, Liabilities
* Reconciles General and Subsidiary bank accounts

Company **Royal Machine Tools** Kannur, Kerala From 2015 Feb to 2016 Jan

Designation: **Accountant**

* Maintaining Petty Cash
* Checking and verifying petty cash transaction
* Passing financial entries-Cash/ Bank & General Ledger
* Posting transactions of month and year end closing
* Ensuring required provision created for each month
* Preparing Bank Reconciliation Statement
* Raising Invoices to clients
* General Administration

 **EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree**  | **University / School** | **Year of Passing** | **%** |
| **M.COM** | INDHIRA GANDHI OPEN UNIVERSITY | 2015 |  61 |
| **B.COM** | KANNUR UNIVERSITY | 2012 |  67 |
| **+2** | ST MICHAELS ANGLO INDIAN HIGHER SECONDARY SCHOOL | 2009 |  82 |
| **10th** | ST MICHAELS ANGLO INDIAN HIGHER SECONDARY SCHOOL | 2007 |  75 |

**Other Qualification** Diploma in International Business Operations

**Technical Qualification**: TALLY ERP. - M.S. Office - Trade easy Software

 **ACHIEVEMENTS**

* Won Best Manager from Malik Dinar College Kasargod (Kerala) in a management meet.
* Got second prize for Business Quiz from Payyannur College (Kerala)
* Participated and won Prizes in District Level & State level for Arts & Sports.

**PERSONAL DETAILS**

Date of Birth : 30-07-1991

Marital Status : Single

Nationality : Indian

 Current Location : DUBAI

Hobbies : Sports, dancing, Watching Movies. Languages known : English, Hindi & Malayalam

 **PERSONAL SKILLS**

* Excellent communication & Inter personal skills
* Creative, friendly & a Team player
* Good in oral & written in English, Malayalam & Hindi
* Having very good capacity to work efficiently

 **DECLARATION**

I do hereby declare that all the information furnished above is true to the best of my knowledge and I will deliver my best possible efforts to company’s satisfaction.

**NIRMAL**