**NIMESH**

**Nimesh.369941@2freemail.com**

**QUALIFICATION**

B.com

**CAREER OBJECTIVE**



To work with a reputed organization in a position where I can develop and utilize my versatile skill set, add demanded value to the organization I work for and thus to prove my worth. Also, to secure a challenging position where I can effectively contribute my skills and possess competent Technical Skills.

**EDUCATIONAL QUALIFICATION**



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| --- | --- | --- | --- | --- |
| **EXAMINATION** | **BOARD/UNIVERSITY** | **INSTITUTION** | **YEAR OF** |  |
| **PASSING** |  |
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|  |  |  |  |  |
|  |  | MAYA ARTS |  |  |
| B.COM |  |  COLLEGE  |  2008 |  |
| CALICUT UNIVERSITY |  |
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| PLUS TWO | KERALA STATE | G. V. H. S. S | 2004 |  |
| BOARD | THALIKULAM |  |
|  |  |  |
|  |  |  |  |  |
| S.S.L.C | KERALA STATE | V.P.M.S.N.D.P.H.S.S.KAZHIMBRAM | 2002 |  |
| BOARD |  |  |
|  |  |  |
|  |  |  |  |  |

**COMPUTER SKILLS**

* **MS Office package**
* **Tally Erp 9**
* **5 Soft Accounting**



**WORK EXPERIENCE**

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| **COMPANY** | **COMPANY PROFILE** | **JOB PROFILE** | **PERIOD** |
| M/s. SMARTEAM ENTERPRISES.MUMBAI | Clearing & Forwarding Agent | **OFFICE CUM ACCOUNTS ASSISTANT*** Maintaining day-to-day entries of Cash Book, Bank book, Journals, Sales Book, Preparing Cash and Bank Vouchers, handling export, Documents etc……
 | Oct, 2007 to Jun 2008 |
| M/s .S.P.SHAH AGENCY PVT LTD.MUMBAI | Custom house agent | **ACCOUNTS ASSISTANT*** Maintaining day-to-day entries of cashbook, journals, bank book, sales book, Preparing cash and bank vouchers, sales bills, bank reconciliation statements, debtor’s reconciliation & follow up. Assisting in entire process of finalization of books of accounts
 | July, 2008 to Aug 2009 |
| M/s.JMD AUTO INDIA PVT, LTD.MUMBAI | Authorized Dealer & Service Centre of Skoda Car  | **BILLING CLERK CUM CASHIER*** Maintaining day-to-day entries of Cash, Cheque, credit card Collection, Journals, Sales, Purchase, Preparing Cash and Bank Vouchers, Bank Reconciliation, Statements Debtors Reconciliation & Follow up.
 | Nov, 2009 to till March 2011 |
| M/s. LITTLE CAESARS PIZZA PIZZA.RIYADH | Chain of Pizza Stores in Saudi Arabia | **ACCOUNTS EXECUTIVE*** Maintaining day-to-day Cash Collection & entries of Cash, Cheque, credit card Collection, Journals, Sales, Purchase and fixed assets, Preparing cash and bank vouchers, bank Reconciliation, Statement of debtors reconciliation & follow up, inventory management, assisting in entire process of finalization of books of accounts.
 | Apr,2011 to Oct 2016 |

**Personal Details**

* Birth Date : 24th April, 1987
* Gender : Male
* Marital Status : Married
* Nationality : Indian
* Languages Known : English, Hindi & Malayalam

I confirm that above mentioned information is true to the best of my knowledge.

NIMESH KOLLARA