**NIDHEESH**

Email: nidheesh-394072@2freemail.com

**CAREER OBJECTIVE**

Seeking a successful career in a renowned company, which may utilize my inherent qualities and acquired capabilities for the advancement of the company and at the same time fasten my growth, both professional and personal.

**PROFESSIONAL EXPERIENCE**

**05/2018 – 08/2019** **Assistant Accountant**

CONTRACTING company in Sharjah, UAE

* Handling journal and ledger accounts on daily basis.
* Assist in the preparation of profit & loss a/c and balance sheet.
* Preparing sales invoices, debit notes & credit notes and follow up with debtors.
* Preparing monthly bank reconciliation.
* Preparing monthly creditors ageing report & making payments for creditors as per ageing report, bank position, and urgency.
* Reconcile the accounts receivables & payables ledger to ensure that all payments are accounted for and properly posted.
* Communicating with creditors, debtors and other third parties.
* Generating monthly income and expense reports using MS-excel.
* Preparing output and input tax (VAT) returns for filling.
* Maintaining supplier’s and customer’s master data files to ensure proper record retention.
* Handling petty cash book on daily basis and recording entries.
* Preparing cash book and recording entries.
* Assist in the preparation of staff monthly payroll and handling WPS.
* Cheque preparation and recording of collected cheque.

**06/2016 – 11/2017** **Junior Accountant**

Accounting and Auditing Firm in India

* Support the month end close process.
* Assist with the preparation, analysis & verification of accounting records and reports to ensure accuracy and adherence to reporting & procedural standards.
* Handling bank reconciliation.
* Handling journal and ledger accounts on daily basis.
* Preparing tax returns for filling.
* Preparing cash book and petty cash book and recording entries.

**ACADEMIC CREDENTIALS**

2016 **Master of commerce**

Alva’s collage, Mangalore University – 61 %

2014 **Bachelor of Commerce**

Gurudev collage, Kannur University -56 %

2011 **Plus two**

Kerala State Educational Board-65 %

**SKILLS**

* MS office : word**,** excel**,** power point, outlook
* Result oriented ability in decision making.
* Dedicated team player with the ability and confidence to work independently.
* High sense of responsibility.
* Ability to assimilate new information and technologies quickly.
* Ability to innovate methods to simplify the existing work with high quality.

**ADDITIONAL QUALIFICATIONS**

* Completed **Advanced Diploma in Financial Accounting.**
* Accounting Software: Tally. ERP 9, Peachtree

**PERSONAL INFORMATION**

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Date of Birth : 02nd December 1993

Gender : Male

Age : 25

Marital Status : Single

Nationality : Indian

Language : English, Malayalam, Hindi

Visa Status : Employment visa- UAE

**REFERENCES**

* Made available on request.

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**NIDHEESH**