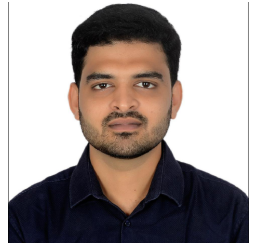


NIXON JAMES

@ nixonjames4@gmail.com
+971 58 104 1456

Jebel Ali DIP2 Ritaj Community L
Block Flat No: 103 Dubai
<http://linkedin.com/in/nixonjames4>



OBJECTIVE

To be associated with a growth-oriented company where my managerial and leadership skills can help in the development of the company while concurrently helping me to further my professional interests in a stimulating environment.

EXPERIENCE

05/03/2020

-

12/08/2021

Accenture Solutions Pvt Ltd - Alchemy Techsol

General Accountant

Client - Acosta USA and Canada Div.

Vouching and Petty cash management.

Maintains Day Book & General Ledger.

Reconciliation of Ledgers & Bank Accounts.

Maintaining account receivables and account payables.

Bank operations include payments and receipts of cash and cheque.

Maintaining stock Register & Records.

Preparation of Monthly Trading, P&L Account & B/S.

Finalization of Accounts & Pre-Audit Function.

Preparing and filing of VAT, GST, TDS, EPF & ESI returns periodically.

13/08/2019

-

12/01/2020

ICICI Bank Ltd

Assistant Manager

Maintain productivity.

Perform compliance, service and operations in branch.

Generate revenue through privilege customers.

Maintain good relationship with customers.

Provide guidance and advice to the customers about the products and services offered.

EDUCATION

2019

Bangalore University

Master of Business Administration - Finance and Human Resource
70%

2017

University of Calicut

Bachelor of Commerce - Banking and Insurance
70%

CERTIFICATIONS

- Institute of Cost and Management Accountants of India**
ICAI - CAT CERTIFICATE IN ACCOUNTING TECHNICIAN
- Aptis**
British Council

REFERENCE

- **Ashok Rao Ghorpade - "Accenture Solutions Pvt Ltd"**
Financial Accounting Advisory Analyst
ashok.rao.ghorpade@accenture.com
+91-9663706868
- **Veeresh Sugoor - "ICICI Bank Ltd"**
Deputy Manager
veereshsugoor@icicibank.com
+91-90367 76188

ACTIVITIES

- National Cadet Corps
- Community Services
- Photography
- Sports

SKILLS

- Time Management
- Team Player
- Leadership
- Communication
- Stress Management
- Adaptability

LANGUAGE

- English - Full Professional Proficiency Hindi - Full Professional Proficiency Malayalam - Native | Bilingual Proficiency

PASSPORT DETAILS AND VISA

- Passport No : V5011925
Date of Issue : 03/12/2021
Date of Expiry : 02/12/2031
Visa Status : Visit Visa
Visa Expires : 13/03/2022

PERSONAL DETAILS

- Date of Birth : 16-07-1996
Marital Status : Single
Nationality: Indian