

CURRICULUM VITAE



NITHIN KRISHNA C R.

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PERMANENT ADDRESS

CHERUKARA HOUSE
PARAYANALY- OMALLOOR PO
PATHANAMTHITTA
KERALA
INDIA, PIN – 689 647

PERSONAL DETAILS

Father Name : Ramakrishnan Nair
Date of Birth : 20-04-1991
Sex : Male
Nationality : Indian
Marital Status : Married
Religion : Hindu

LANGUAGES KNOWN

English, Malayalam, Hindi and Tamil

PASSPORT DETAILS

- Indian Passport No. V4441943
- Date of Issue: 13-12-2021
- Date of Expiry: 12-12-2031
- Place of Issue: Trivandrum, India

OBJECTIVE

I look forward to a challenging and exciting career with a reputed organization that provides excellent working environment and opportunities where I desire to dedicate my educational background, technical knowledge, skills etc. I believe in effective working & sincerity which will be the key to the success.

EXPERIENCE

POONAVAL FINCORP LTD-PATHANAMTHITTA KERALA

(DECEMBER 2018 to FEBRUARY 2022)

Designation: CASHIER CUM ACCOUNTANT

DEVON FOODS LTD PATHANAMTHITTA

(JANUARY 2017- NOVEMBER 2018)

Designation: Depot In Charge

HASSAN ABDULLA BAHARI TRDG EST- DUBAI, UAE, PO BOX NO 3570

(JANUARY 2013- DECEMBER 2016)

Designation: PRO& and Logistics In charge

INDUSIND BANK LTD. PATHANAMTHITTA-KERALA.

(JUNE 2011 -DECEMBER 2012)

Designation: CREDIT VERIFICATION OFFICER

EDUCATIONAL QUALIFICATION

Degree	School/College	Board/University
B.Com (Travel & Tourism)	ST. Johns College	MG University
H.S.E	N.S.S HSS Thattayil	Board of Higher Secondary
SSLC	A.B.H.S Omalloor	Board Of Public Examination Kerala

COMPUTER SKILLS

- ❖ Tally ERP.9
- ❖ MS OFFICE, MS Excel

AREA OF RESPONSIBILITY (CASHIER CUM ACCOUNTANT)

- * Counting, balancing and depositing revenue from daily cash bags, data entry of daily sales.
- * Preparing statutory accounts, Invoice processing and filing.
- * Assisting in all financial record matters to Chief Accountant
- * Recorded daily Cash Book, Posting Ledgers, Profit and Loss account and Balance sheet.

AREA OF RESPONSIBILITY (PRO WORKS)

- * Organize periodic renewal of Licenses
- * Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
- * Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- * Arrange medical tests, passports, memos, promotional draws and fine resolution.

KEY SKILLS • Written and verbal communication skills, • Punctuality and time-keeping, • Quick learner, Keen to learn and improve skills. Energetic and capable of working independently and a good deal of autonomy. • Have excellent time management skills & can meet the deadlines without compromising on quality. • Successful in facing new technical challenges and finding solutions to meet the needs of the organization & clients. INDIAN DRIVING LICENCE DETAILS: License No: 3/6679/2011 Valid to : 02/10/2031 Class of Vehicle: LMV VACCINATION DETAILS Vaccine Type: COVISHIELD Vaccine Country : India- Two dose Complete Place: UAE Date :	AREA OF RESPONSIBILITY (PRO WORKS) * Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity * Accompany the employee as they exit the country.
	AREA OF RESPONSIBILTY (DEPOT INCHARGE) Area of responsibility includes purchase and receiving of goods, inventory, retail and store management.
	AREA OF RESPONSIBILITY (Import , Export and Logistics Incharge) Maintaining and developing relationship with existing customers in person via calls and emails, gathering marketplace information on their pricing, new products, Online document clearance related to import using E-clearance MIRSAL 2, Co-ordination with Freight Forwarder, Shipping Lines for negotiates the Freight rates and other communication. Co-ordination with supplier for getting material status of the shipments, giving the vessel schedules, status of shipping documents and other communications, Handling problems relative to import/export like documents, shipment and Document Submissions Etc.
	DECLARATION I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.
	NITHIN KRISHNA C R