

CURRICULUM VITAE



CONTACT

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Al Nahda

Sharjah, UAE

PERSONAL DETAILS

Nationality - Indian

State - Kerala

Age -32 Years

Marital Status -Married

Visa Status - Tourist Visa

Language-English, Tamil

Malayalam,

COMPUTER

PROFICIENCY

Tally ERP 9 – Experience - 5 years

Genesis -Experience – 2 years

SAP -Course Completed

Excel - Experience - 7 years
Certificate in Excel

MS word

Outlook

Power point

Nijin R

ACCOUNTANT



PROFILE

Competent and experienced Accountant with 7+ years of diverse experience in the field Accounting. Experienced in a variety of Industries like Retail, Manufacturing - trading and Automobile Industries.

Specialities: Accounting up to Finalization, Prepare Profit and Loss Account, Balance Sheet, Cash Flow Statement, Budgeting and Forecasting.



KEY COMPETENCIES AND SKILLS

- ✓ Seven years of accounting experience in various companies in INDIA.
- ✓ Qualified **MBA** (Financial Management) and **B. Com** (Taxation) from University of Kerala.
- ✓ Proficient in Accounting software such as Tally ERP 9, Genesis, and MS-Excel
- ✓ Last associated with Travstar Retail Pvt Ltd Trivandrum Airport as **Senior Accountant**.
- ✓ Excellent time management skills to meet the deadlines without compromising on quality.
- Effective communication, negotiation skills, and analytical abilities

Professional

- ✓ Analyze the company financial position and give suggestions for improvements.
- ✓ Able to organize own workload effectively and prioritize tasks.
- ✓ Can quickly understand business requirements and then translate these into Functional requirements.



CAREERS

Sr. Accountant

Nov 2019 – Dec 2021

Travstar Retail Pvt Ltd, Kerala, India.

Industry -Retail Chain Inside Trivandrum International Airport

- ✓ Accounts payables & Receivables functions
- ✓ Bank reconciliations & fund transfer to supplier, staff salary, and other payments.
- ✓ Handling cash, petty cash, and cheque management.
- ✓ Calculate monthly vat return and details submission to tax consultants monthly.
- ✓ Inventory management.
- ✓ Preparation of monthly financial statement such as profit & loss account.
- ✓ Cash flow statements, Budgeting, and Forecasting.
- ✓ Analyze daily sales and give report to management, Strategies to improve sales
- ✓ Passing monthly provision entries.
- ✓ Prepare various reports as per the instruction from management.
- ✓ At the End of financial year, assist with external Auditors for Finalization.
- ✓ Monthly Ledger reconciliation with Supplier and Customers.

TRAINING UNDERGONE

Orientation Program during MBA

Job Training along with Soft Skill

Development from Shakthi
Finance Coimbatore India.

Sr. Accountant

AI Mela International Pvt Ltd, Kerala India

Nov2016 – Nov2019

Industry-F & B Manufacturing &trading Company

- ✓ Daily ledger maintaining.
- ✓ Taxation functions (GST, VAT, TDS).
- ✓ Purchase accounting.
- ✓ Bank Reconciliations and transfer funds to supplier, staff Salary& other payments.
- ✓ Branch Reconciliation &card payment Reconciliation.
- ✓ Prepare credit note &debit note.
- ✓ Passing stock journal in connection with stock consumption and production.
- ✓ Prepare outstanding aging report and follow-up.
- ✓ Prepare Monthly closing stock and check physical stock with system stock.
- ✓ Petty cash management.
- ✓ Prepare Profit and Loss account for every month.
- ✓ Assist with external auditors at the time of finalization & prepare balance sheet.

Accountant

Grand Legend Furniture (Kinfra Industrial Park Kerala, India) **June 2015 - Sep 2016**

Industry–Furniture Manufacturing & Trading Company

- ✓ Prepare and uploading monthly Kerala Vat returns.
- ✓ Generate Form 15(Stock Transfer) and C-form.
- ✓ Prepare Salary Statement for the employees.
- ✓ Purchase invoice and Sales invoice updating
- ✓ Petty cash handling and prepare cash book

Accounts Executive.

Nippon Toyota, Kerala India

Sep 2014 - May 2015

Industry – **Automobile** Showroom & Service.

- ✓ Cashier for First Six month.
- ✓ Petty Cash
- ✓ Service Bill Entering.
- ✓ Stock transfer



ACADEMIC

M B A - Master of Business Administration in Financial Management
Nehru College of Management Coimbatore, India Year -2012-2014

B. Com - Bachelor of Commerce
University of Kerala, India Year-2009-2011



DECLARATION

I hereby declare that the information produced above is true to best of my knowledge and belief.

Date:

Nijin R