

NIVAS R

B.COM



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CHENNAI

Education

2021 CHENNAI	B.COM (GENERAL) <i>University of Madras (Correspondence)</i>
2017 CUDDALORE	H.S.C <i>Sri Valliammal Matric Hr Sec Schol,</i>
2015 MARAIMALAI NAGAR	S.S.L.C <i>ST Joseph Matric Hr sec school,</i>

Experience

ACCOUNTANT

August 2024 April 2025

Ashok Nagar (Chennai)

DHANA CAPITAL AND FINANCE LIMITED

1. Preparing CIBIL Reports.
2. Generating Period Based Client Reports,
3. Loan Repayment Follow-Up
4. Maintaining Petty Cash.
5. Day to Day Book Keeping.

AUDIT ASSISTANT

November 2019

July 2024

Egmore (Chennai)

J KARTHICK BHARATHI & CO (Chartered Accountant)

1. Preparation, Verification and Finalization of Financial Statement of Various Entries.
2. Preparation of Reconciliation Statement.
3. E-Filling of Various returns like GST, EPF, ESI, TDS and Income Tax Returns.
4. Concurrent audit of Banks & Financial Companies.
5. Internal audit for NBFC.

Skills

- Time Management skill
- Communication skill
- Problem Solving skill

Certificates

MASTER IN PROFESSIONAL ACCOUNTING — Tally, Advance Tally, Cloud Accounting, VAT, EPF & ESI, TDS

SAP FICO (Financial Accounting and Controlling) --- General Ledger (GL). Accounts Payable & Recivable (AP&AR), Asset Accounting (AA), Cost Center Accounting (CCA), GST Configuration, Internal Order, Controlling and Profit Center.

Languages

- English
- Tamil
- Sourashtra