

# NIVAS R

B.COM



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8438525716



CHENNAI

## Education

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2021

CHENNAI

### B.COM (GENERAL)

*University of Madras (Correspondence)*

2017

CUDDALORE

### H.S.C

*Sri Valliammal Matric Hr Sec Schol,*

2015

MARAIMALAI

### S.S.L.C

NAGAR

*ST Joseph Matric Hr sec school,*

## Experience

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### 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-Filing 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

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• Time Management skill

• Communication skill

• Problem Solving skill

## Certificates

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

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

## Languages

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• English • Tamil • Sourashtra