#### Nithin K R

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## PERSONAL SUMARY

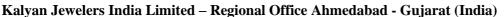
Senior Accountant with 6 years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful skilled in effective interpersonal interaction. Seeking employment as a Senior Accountant in a reputed Organization.

# **KEY SKLLS**

Financial Accounting Account Reconciliations Book Keeping
Financial Reporting Internal Controls Internal Auditing
SAP / Tally & Microsoft Office TAX & VAT Return Accounts payable/ receivable

### CAREER HISTORY

<u>Senior Accountant</u>-(March 2013- Present) <u>Junior Accountant</u>-(April 2012- February 2013)





- Preparing sales invoices & the upkeep of an accurate accounts filing system.
  - Purchase invoice confirmation.
  - ❖ Inputting, matching, batching and coding of invoices.
  - Debtor and Creditor reconciliations.
  - Preparation of various reports for senior managers.
  - ❖ Conversant with PAYE and VAT reconciliations.
  - ❖ Conducting regular business reviews of financial performance.
  - ❖ Fixed Asset accounting, reconciliations and depreciation journals.
  - Ensuring that information is accurately collated & entered into systems.
  - Prepare monthly, quarterly and year end close reports
  - ❖ Implementation of monitoring , reporting and accounting control procedures
  - ❖ Preparation of monthly balance sheet account reconciliations.
  - ❖ Inputting of supplier invoices and employee expense claims to the ledgers.
  - ❖ Maintain general ledger and all books of accounts up to Final accounts & Balance sheet
  - ❖ Perform internal audits and submit detailed recommendations to management and directors.
  - ❖ Analyzing & identifying operation issues, excessive expenditure, financial commitments and revenue progress.
  - ❖ Manage the Bank Reconciliation Statements of the Company for all receipts and payments.
  - Verification of data and Maintenance of Outstanding reports for debtors and creditors.
  - ❖ Generate and Maintain of sales inventory report
  - Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.
  - ❖ Maintain the company's data records.
  - ❖ Generate accounts reports pertaining to Excise Duty, VAT, CST and TDS.

#### **Junior Accountant**

BRD Car World Ltd- Thrissur

December 2010- March 2012



- ❖ Assisted in financial audit and preparation of Final accounts of client firms and companies
- ❖ Maintained the accounting data of different organizations.
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- ❖ Post and process journal entries to ensure all business transactions are recorded
- Crosschecked bank reconciliations, debit and credit notes and invoices.
- Verification of debtors and creditors.
- Compilation of balance sheets and company accounts and preparation of reports for auditing.
- ❖ Assist senior accountants in the preparation of monthly/yearly closings
- Update financial data in databases to ensure that information will be accurate and immediately available when needed

## ACADEMIC QUALIFICATION

- ❖ MBA on Marketing in Chinmaya Mission College, Kolazhy under University of Bharathiyar coimbatore and completed in July 2010.
- ❖ Bachelor of Commerce in Maya College, Valappad under University of Calicut and completed in March 2008.
- ❖ TAX PRACTITIONER- KOTTARAKARA TAX STUDIES CENTER KERALA Dec-2006
- ❖ Higher Secondary in V.P.M SNDP Higher Secondary School, Kazhimbram under Kerala State Board of Higher Secondary Examination and completed in March 2005
- ❖ SSLC in National Higher Secondary School, Irinjalakuda under Kerala State Board of Examination and completed in March 2003

### FIELD OF INTEREST

- Finance
- Marketing
- **❖** Administration

## PERSONAL DETAILS

Date of birth : 05.01.1988 Nationality : Indian

Languages known : English, Hindi.