**NITHYA PARAMBATH**   **🕻** +91 9746899860 **🖂** nithyap4@gmail.com

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More than 10 years of experience in accounting, auditing and taxation, I’m now looking to secure a challenging position in a reputable organization to expand my learning, knowledge and skill. Recently obtained Diploma in IFRS (ACCA) and passed intermediate of Chartered Accountancy from ICAI (India)

## WORK EXPERIENCE

#### PAPINDO TRADING COMPANY – PAPUA NEW GUINEA

#### ACCOUNTS PAYABLE MANAGER (MARCH 2016 - APRIL 2022)

* Secure payments on time and support in AP process
* Invoice processing and ensuring internal controls
* Perform month end closing of purchasing and accounts payable, journal entries and supplier reconciliation.
* Preparation of Ageing schedule, monthly payment analysis and reporting of department wise purchases in a timely manner
* Addressing internal and external queries
* Communicating with suppliers and clients
* Supervising team of 6 and ensure deadlines are met to support month end closure
* Close collaboration with Purchasing and Treasury department

#### UE DEVELOPMENT INDIA PVT. LTD – BANGALORE, INDIA

#### ACCOUNTS EXECUTIVE (SEP 2011– OCT 2012)

* Preparation of bank reconciliation of Head office and branches
* Handling petty cash and other employee expense reimbursements, credit card reconciliation
* Co-ordinating with HO regarding Bank balances
* Review all invoices and ensure all documentation prior to payment approval

#### T O GANGADHARAN [CHRTERED ACCOUNTANT] – KANNUR, KERALA

#### ARTICLE ASSISTANT (DEC 2006 – JUNE 2011)

* Accounting for small and medium organization
* Assisting in statutory and Tax auditing

## EDUCATION

#### Bachelor of Commerce, UNIVERSITY OF CALICUT, INDIA - 2003 - 2006

#### CA - Intermediate, INSTITUTE OF CHATERED ACCOUNTANTS OF INDIA, NOV 2012

Diploma in IFRS, ACCA UK, DEC 2022

## SKILLS

ERP – PRONTO

EXCEL – INTERMEDIATE