



QUALIFICATIONS PROFILE

Solid & progressive experience in facets of accounting, auditing & financial management for large complex organisations with good working knowledge in Accounting for NPO's, tax compliances and Corporate Laws.

Focused on establishing strategic objectives, compliance & due diligence, I am highly skilled in collaborating with all members of organization to achieve business & financial objectives; adept in streamlining internal processes, evaluating controls & recommending process improvements.

CAREER SUMMARY

Ireo Pvt. Ltd. (Dec 2015- May 2020) – Senior Executive (Finance & Accounts)

- Billing & Revenue management (utility billing)
- Handling accounts payable plus processing, verifying and reconciliation invoices
- Interacting with auditors in completing the audits.
- Preparing monthly and year-to date financial statements.
- Prepare annual budget and quarterly estimates for revenue & expenditure.
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Roko Cancer Campaign (March 2013-Nov 2015) – Executive – Accounts

- Maintaining, controlling the expenses of the organization.
- Managing corporate bank accounts — Balances, Transfers, investments and reconciliation.
- Reporting the daily, weekly and monthly fund statements.
- Ensuring tax compliances & working on special assignments with Project Managers on CSR programs

EXTRAMURAL ENGAGEMENTS

Actively participated in adventure program organized by Activists of Voluntary Action for Development of Humanity (AVADH)

Additional Interests-

Business Interests- CSR Implementation, content writing

Personal Interests- Travelling, Music, Philosophical reading.

EDUCATION

Kendriya Vidyalaya –CBSE X 2007

Kendriya Vidyalaya –CBSE XII 2009

B.Com(hons.) - Delhi University 2012

M.Com- IGNOU Pursuing

SKILLS

SAP FICO

TALLY ERP

MS EXCEL

MS WORD

MS POWERPOINT

MS OUTLOOK



ABHISHEK S NAIR

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PERSONAL SUMMARY	
Key experiences gained <ul style="list-style-type: none">• Ensuring compliance with accounting principles and standards, auditing and other legal pronouncements..• Ensuring statutory compliance pertaining to direct and indirect tax matters such as Advance tax, T.D.S and GST etc. including timely filing of (GSTR 1 & 3B)• Checking of Fixed Asset, Depreciation, Purchase, Sales and Debtors-Creditors Review.• Utility billing comprising CAM (common area maintenance) ,electricity etc.• Annual CAM reconciliation• Knowledge of cash-flow and balance sheet dynamics	Date of Birth: 8 th January 1992 Languages known : English, Hindi & Malayalam State Preference: Kerala References : Available upon request Travelling: International Travelling (Preferred)