

# Curriculum Vitae

## Sreekumaran Nair

Contact Nos. 08606733423

Email : sk.nair@yahoo.com

---

### CAREER OBJECTIVE:

To serve an organization as a professional with full commitment through best individual and organizational efforts to have continuous self-development by way of learning and exposure to new challenges.

### CAREER PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

### EXPERIENCE

**29 years.**

From January 2016 to Nov 2020 worked as Accounts Manager with M/s Estuary Sarovar Portico, Poovar, Trivandrum.

From Sep 2013 to Aug 2015 as Asst. Manager – Accounts with M/s Turtle on the Beach, Kovalam.

Key responsibility areas:-

- Preparation of monthly MIS along with profit & loss a/c of each division.
- Managing Accounts Payable & Receivable division
- Monthly book Closing
- Reconciliation of bank accounts & other payable accounts
- Monitoring Cash, Bank & Credit Cards transactions on daily basis.
- Posting necessary provision entries for monthly closing

- Follow-up Debtors for payment realization
- Assisting in Finalisation of Accounts.
- All other jobs assigned from time to time

From February 2011 to May 2013 worked with **M/s Icomm Tele Ltd, Hyderabad** at their Indore (Madhya Pradesh) branch as Senior Executive – Accounts & Commercial. Key responsibility areas:-

- Raising of Sale Invoices as per the agreement and closely monitoring payment realization.
- Site accounting, local purchases, Processing & reimbursement of employees Claims, Bank Transactions.
- Daily closure of books and tally of cash balance and rendering monthly accounts to H.O
- Processing of certified bills of contractors / supplier after considering statutory compliance, requirement viz., TDS, PF, etc
- Provide the MIS to the management about the outstanding payments & Pending supplied material to be billed.
- Posting Sale invoices in ERP system and reconciling receivable & payable accounts.
- Monitoring payments to sub- contractors.
- And other duties assigned from time to time

From July 2008 to February 2011 worked as Sr. Executive – Finance with **M/s Acme Tele Power Ltd, Gurgaon, Haryana** at their Chennai Branch. Key responsibility areas:-

- Managing financial department of the branch with responsibility Accounts Payable and Receivables.
- Managing vendor accounts, checking of vendor bill and forwarding to corporate office for processing payments.
- Timely submission of Invoices to the Customers.
- Reconciliation of Bank Account and liasoning with Bankers regarding financial transactions
- Follow-up with customers regarding payment follow-up and reconciliations.

- Processing and settling employee claims as per Company policy.

Worked with **M/s Punjab Communications Limited (Govt- undertaking), Mohali , Punjab** from August, 1991 to June 2008 as an Asstt. Accounts Officer. During this period I have held all the jobs right from the voucher level to finalisation of Accounts and various other jobs assigned from time to time. Some of the jobs are as under:-

- Assisting in preparing annual company accounts and reports.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Managing accounts payable and accounts receivable departments
- Liased with bankers and insurers regarding financial transactions.
- Reconciliation of Bank accounts
- Preparation & Filing of ETDS Returns.
- Calculation of Income tax (Employees), FBT etc.
- Dealing with Statutory/Internal Auditors.
- Managed payroll function for 800+ employees.
- Development of software for the day to day working of Accounts.

#### **QUALIFICATIONS:**

1. B.Com from Kerala University
2. Six months course in Information Technology from CMC Limited, a Govt. Undertaking Institute.

#### **COMPUTER SKILLS:**

1. MS Office
2. Foxpro
3. Experience in ERP Accounting packages
4. Working knowledge in Tally
5. Winhms & IDS Software

**PERSONAL PROFILE:**

Date of Birth : 30<sup>th</sup> May 1969

Marital Status : Married

Language Known : English, Malayalam, Hindi, Punjabi, Tamil

Father's Name : Sh. Thankappan Nair

Correspondence Address : **Sreebhavan, Kadichal,  
Koottappana, Neyyattinkara,  
Thiruvananthapuram**

Permanent Address : Same as above.

Declaration: I hereby declare that the above mentioned information is correct to the best of my knowledge.

(Sreekumaran Nair)