ABHISHEK S NAIR



abhisheknair0892@live.com

Rerala - 683572

Kerala - 683572+ 91 8130580140 (M)

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.

EXTRAMURAL ENGAGEMENTS

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

Additional Interests-

<u>Business Interests-</u> CSR Implementation, content writing

<u>Personal Interests-</u> Travelling, Music, Philosophical reading.

CAREER SUMMARY

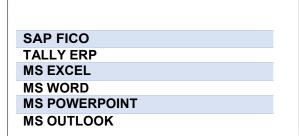
Ireo Pvt. Ltd. (Dec 2015- May 2020) – Senior Executive (Finance & Accounts)

- 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.

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

EDUCATION	
Kendriya Vidyalaya –CBSE X	2007
Kendriya Vidyalaya –CBSE XII	2009
B.Com(hons.) - Delhi University	2012
M.Com- IGNOU	Pursuing



SKILLS

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Key experiences gained

- 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 compromising CAM (common area maintenance) ,electricity etc.
- Annual CAM reconciliation
- Knowledge of cash-flow and balance sheet dynamics

PERSONAL SUMMARY

Date of Birth: 8th January 1992

Languages known : English, Hindi & Malayalam

State Preference: Kerala

References: Available upon request Travelling: International Travelling

(Preferred)