



## Jishnu K Nair

### CONTACT

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### **Address:**

Krishananivas  
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Alappuzha Dist  
Kerala

### Personal Information

**Date of Birth** : 13-05-1995

**Sex** : Male

**Marital Status** : Unmarried

**Nationality** : Indian

### Languages known

- English
- Hindi
- Malayalam
- Tamil

### PROFILE SUMMARY

MBA Finance graduate with 3+ years of experience in Finance, Accounting and Inventory with exclusive experience in ERP system.

### CAREER OBJECTIVE

To be associated with Finance or Accounts functions of a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

### WORK EXPERIENCE

**Job title** : Accountant  
**Company Name** : Bond Ocean Safari  
**Location** : Kovalam, Trivandrum  
**Tenure** : From 25<sup>th</sup> February 2019 to Present

### **Responsibilities** :

- ☐ Updating of Service receipts.
- ☐ Accounting of vendor invoices in the line with Company policies.
- ☐ Verifying of vendor invoices and matching with PO PR.
- ☐ Verifying documents related with purchases.
- ☐ Ensuring GST amount is charged on all purchases.
- ☐ Debit note and credit note preparation.
- ☐ TDS entries and its calculation.
- ☐ Accounting of labour contractor's bill.
- ☐ Preparation of Budget & Management Reports.
- ☐ Identifying nature of expense and posting with cost centre
- ☐ GST Return filling - GSTR1, GSTR2, GSTR4, GSTR3B preparation and filling
- ☐ Bank reconciliation
- ☐ Purchase order creation.
- ☐ Communicating with clients and customers to request and arrange payments.

**Job title** : Accountant Executive  
**Company Name** : Pioneer Cooltech  
**Location** : Pathanamthitta  
**Tenure** : From 1<sup>st</sup> March 2018 to 15<sup>th</sup> February 2019

### **Technical skills**

- Tally ERP 9
- MS Office
- Open Office
- Quickbooks

### **Skills and Abilities**

- Tally ERP
- Computer Training From ICAI( Institute of Cost Accounts of India)
- Time management skills
- Team player
- Adaptable to the changing environment
- Dedicated and consistent towards my work.
- Ability to maintain good inter personal relationships.
- Good Knowledge in GST

### **Reference**

- Upon request.

### **Responsibilities :**

- ☐ Checking of invoices in respect of the purchase orders.
- ☐ Validating and updating of promotional stocks
- ☐ Supporting store and supply chain in timely updation of stocks.
- ☐ Working in close relation with Supply Chain, Logistics, Trade Marketing and Clearing & Forwarding teams for daily operations.
- ☐ General Ledger Accounting
- ☐ Invoice verification & providing customers with support, when requested in regard with finance related queries.
- ☐ Assisted in auditing related functions.
- ☐ Reconcile any irregularities in receipts.

**Job title** : Audit Assistant

**Company Name** : NS Kumar Associates

**Location** : Kollam, Kerala

**Tenure** : From 1<sup>st</sup> August 2017 to 27<sup>th</sup> February 2018

### **Responsibilities :**

- ☐ Assisting in Internal & Concurrent Auditing
- ☐ Preparation of Audit report
- ☐ Preparing Income Tax statement
- ☐ Assisting for preparing the financial statements.

### **ACADEMIC RECORD**

- ☐ MBA Finance –Madurai Kamaraj university - 65% in 2017
- ☐ BA Economics -Kerala University – 60% in 2015
- ☐ Plus Two, Commerce -Kerala HSE - 75% in 2012
- ☐ SSLC - 71% in 2010

### **DECLARATION**

I hereby declare that the above-furnished details are true to the best of my knowledge. I own full responsibility in case any of the above mentioned details are found to be otherwise.

Place: Alappuzha

Yours faithfully  
**Jishnu K Nair**