

CURRICULUM VITAE

NITHIN RAJ G.K

Tharangam

Pothencode P.O

Trivandrum, Kerala 695584

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Career objective:-

To join in a progressive organization and become a contributing member of the staffs, utilizing my education, experience and skill to achieve corporate and personal goals.

WORK EXPERIENCE

K.M MATHEW & CO.

Thiruvananthapuram, Kerala. [Feb 2019 – Present]

Designation: Accountant cum Administrative Officer

- Maintain the daily accounts and administrative task.
- Manage / Monitor daily office operation.
- Manage/Monitor logistics and resources.
- Responsible for providing secretarial service.
- Responsible for handling telephone/emails and be responsible for all incoming calls/emails and communicating to relevant persons and projects.
- Conduct other general accounting duties, as assigned.
- Possibility of being full time in near future and high potential for career growth.

GREEN WATER EVENTS.

Thiruvananthapuram, Kerala. [Oct 2017 – Jan 2019]

Designation: Accountant cum Event Coordinator

- Event Planning, design and production while managing all project delivery elements within time limits.
- Liaise with clients to identify their needs and to ensure customer satisfaction.
- Propose ideas to improve provided service and event quality.
- Specify staff requirements and coordinate their activities.
- Maintain Event Budgets.
- Conduct final Inspections on the day of the event to ensure everything adheres to the client's standard.
- Assess an event's overall success and submit findings.

Academic Profile:-

Course	Institution	Board/ university	Year Of Passing	%
M.com	UNIVERSITY INSTITUTE OF TECHNOLOGY, PIRAPPANCODE	University of Kerala	2017	70
B.com	UNIVERSITY INSTITUTE OF TECHNOLOGY, PIRAPPANCODE	University of Kerala	2015	62
12th	HOLY TRINITY ENGLISH MEDIUM SCHOOL, KANJIKODE, PALAKKAD	C.B.S.E	2012	86
10th	SREE NARAYANA PUBLIC SCHOOL, CHENKOTTUKONAM	C.B.S.E	2010	58

Additional Qualifications:-

- SAP FICO
- Tally.ERP 9
- Goods & Services (GST) Accounts Assistant
- MS Office

Areas of specialization:-

M.com- Finance

B.com - Computer Application

Workshops and trainings attended:-

- ❖ Attended National Seminar on the topic Recent Developments in the vibrant Corporate Sector –Aspirants, Challenges and Opportunities held in Govt. College, Nedumangadu.
- ❖ Attended UGC sponsored three day Orientation Programme on Career Guidance & Employability conducted by Centre for adult, Continuing Education and Extension held in University Institute of Technology, Pirappancode.
- ❖ Industrial Visit at Family Plastics & Thermoware, Trivandrum.
- ❖ Industrial Visit at Tata Tea, Munnar.

Academical Achievements:-

- ❖ MEMORIES 2017
- ❖ JEEVAMRITHAM 2015- 2017
- ❖ HARMONY 2015
- ❖ Secured first prize in Debate Competition “MEMORIES” 2017 organized by University Institute of Technology, Pirappancode.

Personal Details:-

Date of Birth - 10/10/1994

Marital Status - Single

Passport Details - S8634441 Exp Date: 15-01-2029

Languages known - English, Malayalam, Basic knowledge in Hindi and Tamil

Declaration:-

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

PLACE: Trivandrum

DATE :

NITHIN RAJ G K