



# VISAKH V NAIR

## Junior Accountant

✉ [visakhvair903@gmail.com](mailto:visakhvair903@gmail.com)

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### CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

### EDUCATIONAL QUALIFICATION

- **BBA** from **University of Kerala** Thiruvananthapuram, India in 2015 with 75%
- **MBA Finance and Marketing** from **University of Kerala** Thiruvananthapuram, India in 2017 with 72.52%

### WORK EXPERIENCE

- **Pet Arabia Co. W. I. I**, Bahrain: October 2019 - Present

#### Accounting Assistant

- Full responsibility for monthly reconciliation and management of internal accounts.
- Entering financial information into appropriate software programs.
- Preparing financial documents such as invoices, bills
- Verifying and reviewing the daily sales report.
- Managing payroll
- Completing financial report on a regular basis and providing information to the senior accounting manager.
- Reporting on debtors and creditors.
- Assisting with VAT preparation and auditing.

- **Unimoni Financial Services Ltd**, Kerala, India (formerly UAE Exchange & Financial Services Ltd.): May 2017- October 2019

### **Junior Accountant**

- Recording day to day financial transactions.
- Assisted all financial matters to Chief Accountant.
- Maintain and keep all accounting documents and records.
- Coordinating internal and external audits.
- Posting daily receipts and payments.
- Perform reconciliations.
- Preparing daily, weekly, and monthly reports for Senior Manager.

### **SKILLS**

- Self-motive and a good team player.
- Problem solving and analytical skills.
- Strategic thinking and planning abilities
- Interpersonal and communication skills
- Quantitative skills
- Strong listening skills

### **Technical Skills/ Computer Proficiency**

- Microsoft word, Outlook, and Excel
- PowerPoint and Spreadsheets
- Accounting software (Tally and Oodo)

### **PERSONAL INFORMATION**

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|--------------------|---|
| 1. Date of Birth   | : 13-08-1994  |
| 2. Gender          | : Male  |
| 3. Father's Name   | : Vijayakumar Nair  |
| 4. Mother's Name   | : Sreekala N  |
| 5. Languages Known | : English, Malayalam, Hindi.  |
| 6. Address         | : Flat 36, Building 161, Road 0705, Block 0307<br>Capital Governorate Bahrain |

### **DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date:

**VISAKH V NAIR**

Place: Bahrain