



NITHIN K

Accountant/Logistics Executive

CONTACT

📍 Dubai, UAE

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✉ Nithink4992@gmail.com

SKILLS

- ❖ MS Word
- ❖ Tally ERP 9, Trade Easy 9.1
- ❖ Quick Book 16.0, Peachtree
- ❖ Financial Statement Prep
- ❖ Tax Compliance
- ❖ Data Analysis
- ❖ Microsoft Excel
- ❖ Time Management
- ❖ Problem Solving
- ❖ Critical Thinking
- ❖ Customer Service
- ❖ Inventory Management

LANGUAGES

- ❖ English: Fluent
- ❖ Hindi: Intermediate
- ❖ Malayalam: Fluent

PROFILE

A competent professional with over 4 years of cross-cultural experience in store operations, accounting, logistics & warehouse management. Seeking to take a challenging and responsible position where my skills and knowledge will be used to the fullest and will be fruitful both for the company and my personal career.

WORK EXPERIENCE

ACCOUNTANT

Malabar Tiles – Kerala - India

December 2020 – March 2025

- Manage and oversee daily warehouse operations, including inventory control and logistics specific to marble, granite and tiles.
- Ensure compliance with financial regulations and company policies.
- Coordinate with suppliers and vendors to maintain inventory levels of marble, granite and tiles
- Maintaining records of dispatched and received goods.
- Prepared all the monthly inventory reports for management according to the monthly stock transactions.
- Manage financial transactions, prepare financial reports.
- Issue, review and process invoices. Compute and prepare tax returns.
- Reconcile bank accounts, accounts payable & receivable.
- Prepare payroll and maintain ledger accounts.
- Reports findings and works with management to develop solutions and preventative action plans.
- Optimizing space utilization in warehouse and conducting the monthly physical stock counts to ensure zero discrepancy in the stocks.

ADDITIONAL DETAILS

- ❖ Nationality: India
- ❖ Marital Status: Single
- ❖ Passport No: S5289715
- ❖ DOB: 06/08/1994
- ❖ Hobbies: Reading, Music, Movies, Travelling

LOGISTICS EXECUTIVE

Granovitt Trading LLP – Kerala - India
December 2020

January 2020 –

- Planning and executing logistics programmes.
- Developing and implementing strategies to reduce cost, improving efficiency, and minimize risk in supply chain management.
- Coordinated daily logistics operations, including scheduling and tracking shipments
- Managing inventory levels to ensure adequate supply of products at all times without overstock understocking stores.
- Managing inventory levels to ensure adequate supply of products at all times without overstock understocking stores.
- Coordinate with suppliers, vendors, and transportation companies to ensure timely delivery of goods.
- Communicated with suppliers and customers to resolve any issues or delays
- Coordinating with internal staff as well as external vendors to ensure smooth flow of goods and services.

EDUCATION

Diploma – Logistics & Supply Chain Management

Norka roots Kozhikode

Bachelor's degree in commerce

Kannur University (ongoing distance education)