

NANDALAL K

ACCOUNTANT

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PROFESSIONAL SUMMARY

Analytical and detail-oriented Accountant with hands-on experience in financial operations, reporting, and reconciliations. Demonstrated success at SOFAART FURNITURE in managing accounts, ensuring accuracy, and improving closing processes. Skilled in financial software and committed to maintaining financial integrity.

WORK EXPERIENCE

Accountant

SOFAART FURNITURE, Kasaragod, Kerala
Sep 2023 – Oct 2024

- Managed daily accounting operations and ensured accurate financial records
- Processed invoices, receipts, and journal entries efficiently
- Handled accounts payable/receivable and ensured timely payments
- Performed bank reconciliations and resolved discrepancies
- Supported preparation of monthly/annual financial statements
- Coordinated with vendors and clients for inquiries and payments
- Maintained financial filing systems and managed period-end closings

CERTIFICATIONS

- Tally Prime
- Office Automation (Excel, word, powerpoint)
- Gulf VAT

EDUCATION

Bachelor of Commerce

Peoples Co-Operative Arts & Science College
Kerala – Apr 2023

Higher Secondary (Commerce)

Board of Higher Secondary Examination
Kerala – Jul 2020

SSLC

Board of Public Examination
Kerala – Mar 2018

AREAS OF INTEREST

- Financial Reporting
- Bank Reconciliation
- Accounts Payable & Receivable
- Journal Entries
- General Ledger Maintenance

SKILLS

- Effective time management
- Effective multitasking
- Analytical thinking
- Accurate record maintenance

LANGUAGES

- English
- Hindi
- Malayalam