



# NITHIN K

Accountant/Logistics Executive

## CONTACT

- 📍 Dubai, UAE
- 📞 +971 504595525
- ✉️ 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)