

# NANDALAL K

## ACCOUNTANT

Al Jasrah, Bahrain | +97334690922 | nandalal3335j@gmail.com



### 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