

NITHIN M G

ACCOUNTANT with 9 and half years of Experience



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Dubai, UAE



PROFILE

- General Accounting
- Record –to-report (R2R)
- Procure-to-Pay (P2P)
- Order-to-Cash (O2C)
- Liquidity & Working Capital
- Reconciliation of Accounts
- Payroll & Benefits
- Receivables & Payables
- Accruals & Deferrals
- VAT & Filling
- Closing procedures
- Financial Statements
- ERP Software Management
- Audit Schedules

ACADEMIC CREDENTIALS

B.COM COMPUTER APPLICATION

2009

- Bharathiar University

PLUS TWO

2006

- Commerce Computer Application
- Kerala State Board of Higher Secondary Examination

SSLC

2004

- Kerala State Board of Public Examination

CAREER ABRIDGEMENT

To work in a challenging and dynamic environment which gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

KEY SKILLS

Team Work

Work

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail

Punctu

Quick

Hardworkin

Analytic Skills

WORK EXPERIENCE

ACCOUNTANT | 9 and half Years | June 2013 to January 2023

Worked as Accountant with KERALA STATE CO-OPERATIVE BANK at Wayanad-Kalpetta-Kerala-India

HR ASSISTANT | | 4 Years | August 2009 to May 2013

Worked as Accountant with AK ASOCIATES at Wayanad- Kerala-India

DUTIES

- Update and maintain accounting journals, ledgers and other records detailing financial business transactions
- Processing Quotation Request, Quotation, Purchase Order, Delivery Note, Sales & Purchase Invoices & other related accounting vouchers
- Ensure liquidity management strategies to maintain healthy cash flow availability
- Monitoring Outstanding, Payable & Receivable review and finalizing ageing reports and monthly collection/payment reports
- Prepare Bank reconciliation & reconciliation of Debtors & Creditors
- Manage & control Inventory; maintain Order Register, Material Inward and Outward Book
- Prepare & Maintain Payroll Salary, Leave Salaries & End of Service Indemnity provisions, Employee Loans & Advances and other benefits & final settlements etc.

PERSONAL STRENGTHS

Self- Confident & Goal Oriented

Generating Accounts

COMMUNICATION -

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

SERVICE - Having a customer focused approach Skills include Patience, Attentiveness and a positive language

ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

MANAGEMENT-

Management skills to direct others and review others

IT SKILLS

- MS Office
- MS Excel
- Tally ERP 9
- Peachtree
- MS Access & Confidence to do any accounting software

LANGUAGES KNOWN

English	(R, W, S)
Hindi	(R, W, S)
Malayalam	(R, W, S)
Tamil	(S,R)
Kannada	(S)

INTEREST & HOBBIES

- Traveling
- Listening to Music
- Reading Books

REFERENCE

- Available upon request

- Manage adjustment & closing entries on month wise & Maintain general ledger by transferring subsidiary accounts
- preparing a detailed trial balance & reconciling entry
- Preparation of VAT returns
- Preparing various financial reports on timely manner includes T/B, P&L, B/S, Cash Flows & Aging Reports etc.
- Maintains the fixed asset register, reviews accuracy of depreciation charged for the period
- Liaison with management, auditors, Bankers & external parties
- Assists auditors for the purpose of providing supporting documentation

PERSONAL DOSSIER

Date of Birth	: 19/01/1989
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Religion	: Hindu
Visa Status	: Visit Visa (Up to 26/04/2023)
Availability to Join	: Immediately

PASSPORT DETAILS

Passport Number	: W3385540
Place of Issue	: Kozhikode
Date of issue	: 24/08/2022
Date of Expiry	: 23/08/2032

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :

Date :

NITHIN M G