

Nithin K R

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**PERSONAL SUMMARY**

Senior Accountant with 6 years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful skilled in effective interpersonal interaction. Seeking employment as a Senior Accountant in a reputed Organization.

KEY SKILLS

Financial Accounting

Financial Reporting

SAP / Tally & Microsoft Office

Account Reconciliations

Internal Controls

TAX & VAT Return

Book Keeping

Internal Auditing

Accounts payable/ receivable

CAREER HISTORY**Senior Accountant**-(March 2013- Present)**Junior Accountant**-(April 2012- February 2013)**Kalyan Jewelers India Limited – Regional Office Ahmedabad - Gujarat (India)**

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Purchase invoice confirmation.
- ❖ Inputting, matching, batching and coding of invoices.
- ❖ Debtor and Creditor reconciliations.
- ❖ Preparation of various reports for senior managers.
- ❖ Conversant with PAYE and VAT reconciliations.
- ❖ Conducting regular business reviews of financial performance.
- ❖ Fixed Asset accounting, reconciliations and depreciation journals.
- ❖ Ensuring that information is accurately collated & entered into systems.
- ❖ Prepare monthly, quarterly and year end close reports
- ❖ Implementation of monitoring , reporting and accounting control procedures
- ❖ Preparation of monthly balance sheet account reconciliations.
- ❖ Inputting of supplier invoices and employee expense claims to the ledgers.
- ❖ Maintain general ledger and all books of accounts up to Final accounts & Balance sheet
- ❖ Perform internal audits and submit detailed recommendations to management and directors.
- ❖ Analyzing & identifying operation issues, excessive expenditure, financial commitments and revenue progress.
- ❖ Manage the Bank Reconciliation Statements of the Company for all receipts and payments.
- ❖ Verification of data and Maintenance of Outstanding reports for debtors and creditors.
- ❖ Generate and Maintain of sales inventory report
- ❖ Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.
- ❖ Maintain the company's data records.
- ❖ Generate accounts reports pertaining to Excise Duty, VAT, CST and TDS.

Junior Accountant

BRD Car World Ltd- Thrissur

December 2010- March 2012



- ❖ Assisted in financial audit and preparation of Final accounts of client firms and companies
- ❖ Maintained the accounting data of different organizations.
- ❖ Update accounts receivable and issue invoices
- ❖ Update accounts payable and perform reconciliations
- ❖ Post and process journal entries to ensure all business transactions are recorded
- ❖ Crosschecked bank reconciliations, debit and credit notes and invoices.
- ❖ Verification of debtors and creditors.
- ❖ Compilation of balance sheets and company accounts and preparation of reports for auditing.
- ❖ Assist senior accountants in the preparation of monthly/yearly closings
- ❖ Update financial data in databases to ensure that information will be accurate and immediately available when needed

ACADEMIC QUALIFICATION

- ❖ MBA on Marketing in Chinmaya Mission College, Kolazhy under University of Bharathiyar coimbatore and completed in July 2010.
- ❖ Bachelor of Commerce in Maya College, Valappad under University of Calicut and completed in March 2008.
- ❖ TAX PRACTITIONER- KOTTARAKARA TAX STUDIES CENTER KERALA – Dec-2006
- ❖ Higher Secondary in V.P.M SNDP Higher Secondary School, Kazhimbram under Kerala State Board of Higher Secondary Examination and completed in March 2005
- ❖ SSLC in National Higher Secondary School, Irinjalakuda under Kerala State Board of Examination and completed in March 2003

FIELD OF INTEREST

- ❖ Finance
- ❖ Marketing
- ❖ Administration

PERSONAL DETAILS

Date of birth : 05.01.1988
Nationality : Indian
Languages known : English, Hindi.