

NIKHIL M

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Date of Birth: 17-06-1998

Age: 24

Passport no : T4250092

Languages Known: Malayalam, English, Hindi, and Tamil

Place: Kannur (Kerala, India)



Career Objective:

Looking forward for a responsible position in account management and serve as an account representative by adding value through utilizing my skills and knowledge that will give me an opportunity to develop my career.

Professional Summary:

A highly motivated and result driven finance as well as Accounts Manager with rich experience in management of Accounting and Finance Operations in computerized environment, Preparation of Financial reports, Cash management. Rich exposure of performing assigned job with minimum supervision.

Skill Highlights:

- Accounting System assessment
- Account reconciliation Expert
- Proficient in Microsoft Office
- Strong Communication Skills
- Creating invoices and credit memos
- Cost Accounting
- Financial Analysis and Planning
- P&L Account
- Flexible Team player
- Sending invoices and payment reminders to customer

Academic Qualification:

Degree	College	University/Board	Passing Year
Bachelor of Commerce	Stems Morazha	Kanuur University	2018
Plus Two	GWHSS CHERUKUNNU	Kerala State Board	2015
SSLC	GHSS MORAZHA	Kerala State Board	2013

Technical Skill Sets:

Software Languages : Microsoft Office, Tally, Peach Tree, Quick book, SAP

Work Experience:

Designation : Accountant

Location : Palakkad, Kerala

Company Name : i-Fix Technologies

Duration : 2⁺ years

Job Details :-Managing financial systems and budgets.

- Prepare financial statements, including monthly and annual accounts.
- Managing the billing related works

Certification:

- Successfully completed course Professional Diploma in Indian and Foreign
- Accounting and SAP (PDIFAS)

Areas of Interest:

- | | |
|------------------------|------------------|
| • Financial Accounting | • Tax Accounting |
| • Business Management | • Statistics |
| • Sales | • Auditing |

Personal Skills:

- Passion for the industry and Position
- Positive attitude and energy
- Strong motivational and leadership skill
- Initiator and passionate about working
- Good listener and Self confident
- Ability to produce best result in pressure situations
- Flexibility and adaptability to work in any environment
- Hard worker with a positive way thinking

Hobbies:

- | | |
|---------------|-----------------------------------|
| • Travelling | • Music |
| • Photography | • Playing Games(Shuttle, Cricket) |

Declaration:

The above furnished details and information is true to the best of my knowledge and belief.

NIKHIL M