



NIVIN DAS KM

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PROFESSIONAL SUMMARY

Accountant with over 4 years of experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations. Capable professional with expertise in many of the most common accounting software programs. Strong work ethic and commitment to integrity and accurate record keeping. Eager to join a team and help improve an organization's financial focus.



PROFESSIONAL EXPERIENCE

2019 - ACCOUNTANT

2022 Worked as an Accountant in Quick Bite Bakery LLC (Ajman, UAE)
Since 18.04.2019 to 06.04.2022

2017 - ACCOUNTING ASSISTANT

2018 Worked as an accounting assistant In Clear Result Taxation and Financial Service Kozhikode since 12.07.2017 to 27.12.2018



PROFESSIONAL SKILLS

- Expert in Tally ERP 9/ Tally Prime
- Documentation and reporting
- Generally accepted accounting Principles
- Payroll oversight
- Account Reconciliation
- Account payable and receivable
- Expert in Microsoft office
- Budgets and forecasting
- Self motivated professional
- Strong communication skills
- Data trending knowledge
- Month / Year end reporting
- Easily adapt with new tools and technologies

I declare that the details furnished in this resume are to the best of my Knowledge and If given an opportunity to work in your organization. I'll prove my best.

Signature



PROFILE

D O B : 23-02-1997
Age : 25
Sex : Male
Marital Status : Single
Nationality : India
Mother language: Malayalam
Passport No. : P9882345
Currently lives : Ajman - UAE



EDUCATION

- ❖ B.com From University of Calicut
- ❖ PDCFA (Professional Diploma In Computerized Financial Accounting)
- ❖ FTCP (Field Technician Computers And Peripherals)
- ❖ Plus Two From Higher Secondary Board of Examination Kerala
- ❖ SSLC From Board of Public Examination Kerala



LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL