

# Nahas Navas

AL KARAMA, DUBAI

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## Objectives:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

## Education:

DEGREE/CERTIFICATE COURSE	SCHOOL/INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING
BCOM.COMPUTER APPLICATION	SREE NARAYANA GURU COLLEGE OF ADVANCED STUDIES , PUNALUR	UNIVERSITY OF KERALA	2020
XII <sup>th</sup>	OXFORD SENIOR SECONDARY SCHOOL ,KARAVALOUR	C B S C BOARD EXAMINATION	2017
X <sup>th</sup>	OXFORD SENIOR SECONDARY SCHOOL ,KARAVALOUR	C B S C BOARD EXAMINATION	2015

## Professional Experience and Trainings:

**Designation: Accountant cum Office Admin**

**7 month (June 2020 to December 2020) experience at Vijaya agencies, Kottarakkara, Kollam, Kerala**

- Roles & Responsibilities
  - Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
  - Maintain the general ledger operations.
  - Support the month end close process.
  - Reconcile invoices to purchase orders and bill customers.

- Collect categorize, calculate, verify and enter data to maintain accurate records.
- Assist with budget development and financial forecasting.
- Monitor and analyze budget variances

## **Additional Information**

**IT Skills:** Proficient in Microsoft Office, sis book accounting software, excel, Tally with GST and other computer functioning.

**Languages:** Malayalam (Native), English, Hindi, Tamil

## **Personal Details:**

Date of birth	09-07-1998
Gender	Male
Nationality	Indian
Father Name	K U Navas
Passport No	U5127992
Address	Kaleelazhikathu veedu Mathra PO -691333 Punalur, Kollam, Kerala.
Hobbies	Music, Travelling, Reading

## **Declaration:**

May I assure your honor that all statements made above are true and correct to the best of my knowledge.

**Nahas Navas**