

Nahas Navas

AL KARAMA, DUBAI

Mob: +971562902811

Mob: +918606541596

Email: nahasnavas12@gmail.com



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 th	OXFORD SENIOR SECONDARY SCHOOL ,KARVALOUR	C B S C BOARD EXAMINATION	2017
X th	OXFORD SENIOR SECONDARY SCHOOL ,KARVALOUR	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