



NADIRSHA P.N

Mobile : +971 501764451

Email : nadirshanazar97@gmail.com

LANGUAGES

ENGLISH
HINDI
MALAYALAM

ACADEMIC QUALIFICATION

BACHELOR OF COMMERCE
MG UNIVERSITY
KERALA, INDIA

CERTIFICATES

INTERNATIONAL FINANCIAL
ACCOUNTING

COMPUTER PROFICIENCY

- * TALLY ERP 9
- * MS OFFICE APPLICATIONS
(EXCEL,WORD,POWERPOINT)
- * QUICK BOOK & PEACHTREE
- * INTERNET & E-MAIL
APPLICATIONS
- * HARDWARE

INTERESTS

CRICKET & FOOTBALL

OBJECTIVE

To constantly grow in life and work with utmost sincerity & Perfection to secure a challenging position where in I can use my intellectual knowledge for the progress of the organization. Have a clear and focused vision towards my future and to earn a good reputation as a moral, committed, service oriented professional thereby holding up the fame of the institution where I involves.

SKILLS

- Proficient in operating accounting computer software such as Tally 7.2, ERP 9, Tax Software, and others.
- Exceptional knowledge of mathematical concepts, accounting and finance topics.
- Strong reasoning skills & analytical ability to help determine best practices when it comes to the finances of each organization I work.

WORK EXPERIENCE :-

September 2020 to May 2022 : Assistant Accountant

M Babu's Distributions

Thrissur, Kerala , India

- Preparation of financial statements: Journalizing, Ledger posting, Trial Balance, Income statements, and Balance sheet
- Accounts Payable and Receivable, always keep a good follow-up for the Payments
- Bank Reconciliation
- Preparation of Invoices
- Maintaining cash book
- Preparing and maintaining daily service report
- Bank receipts and payments verification
- Assisting in payroll activities
- Maintaining Accounting records, making copies and filing documents

June 2019 to August 2020

: Junior Accountant

MJS Accounts Consultancy

Thrissur, Kerala, India

- Preparation of GST returns.
- Preparation of stock audit report.
- Providing required reports to the management
- Preparation of project report.
- Monthly wise customer aging analysis and identifying the problems
Relating to receiving the payment.
- Preparation of partnership deed.
- Bank reconciliation.

PERSONAL DETAILS

Date of Birth	:	12-06-1997
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Visa Status	:	Visit Visa

PASSPORT DETAILS

Passport No	:	R0961884
Date of Issue	:	15-06-2017
Date of Expiry	:	14-06-2027
Place of Issue	:	Cochin

DECLARATION

Here by I submit that all the details above mentioned are true and correct in my knowledge and belief.

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