

CURRICULUM VITAE



NIKHITHA L T
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Objective: To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Work Experience:

Accountant Assistant
Pharmonis pharma, Kerala, India
June 2019 to October 2020

- Updating day-to-day voucher entries
- Maintaining general ledgers, sales ledgers, purchase ledgers.
- Updating accounts receivable and accounts payable
- Assisting in the process of balance sheet, income statements and other financial statements.
- Reporting financial statements to the higher authority

Education:

- MCOM (Finance), INGNOU Thiruvananthapuram (January 2018 – June 2020)
- BCOM (Tax, Procedure & practice) Sree Narayana Guru College of Advanced studies, Thiruvananthapuram (June 2014 – April 2017)

Other Qualification:

- **DCFM** (Diploma In Computerized Financial Management) Center for Development Imaging Technology, Thiruvananthapuram
June 2017 - February 2018

Skills

- Excellent Communication skills
- Punctual
- Customer Service Skills
- Tally (ERP 9)
- Microsoft office

Personal Details:

- Father's Name : Mr. Thulasi
- Date of Birth : 06/12/1996
- Language Known : English, Malayalam
- Marital Status : Married
- Nationality : Indian
- Visa status : Visit Visa
- Passport No. : V2734975

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

yours faithfully

(Nikhitha L T)