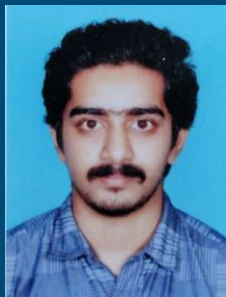


# SARATH S NAIR



## CONTACT

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Email

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LinkedIn Profile

<https://www.linkedin.com/in/sarath-s-nair-406879179>

Address

Vellappalikkunnel (H)

Chengalam P.O

Kottayam - 686585

## TECHNICAL SKILLS

TALLY ERP9

MS OFFICE

## LANGUAGES

English

Malayalam

## HOBBIES

Watching Movies

Stock Trading

Travelling

## PERSONAL DETAILS

Date of Birth : 05/03/1994

Gender : Male

Nationality : Indian

Marital Status : Single

## REFERENCE

Reference will be provided on demand

## CAREER OBJECTIVE

To build a career in finance with a leading corporate, this will help me to realize my potential and to work as a key player in a challenging & creative environment

## EXPERIENCE

### Kerala State Backward Classes Development Corporation

**Designation :** ICWAI Trainee

**Duration :** 1 Year (11/06/2018 – 10/06/2019)

**Nature of Job :**

- Maintain day to day Accounts & reporting to the senior Management
- Reconciliation of Bank Statement, Cash in Hand
- Maintain all Accounting voucher entry
- Maintain Petty Cash Book & Internal Audit : Store and Accounts Book
- Computer data entry
- Perform other related duties as required

### Chartered Accountant Firm at Karukachal, Kottayam

**Designation :** Accountant

**Duration :** 1 Year (01/06/2017 – 31/05/2018)

**Nature of Job :**

- Maintain books of Accounts in Tally
- Maintain all type of Accounting voucher entry
- Prepare monthly Financial Statements such as Trail Balance, Balance Sheet, Statement of Profit and Loss
- Filing and to handle GST

## EDUCATION

- ICWA (CMA) Intermediate
- B.com from P.G.M College, Kangazha, M.G University(2012 – 15)
- Higher secondary school (Commerce) – CBSE (2010 – 12)
- S.S.L.C – CBSE (2010)

## DECLARATION

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

SARATH S NAIR