



NITHIN PUTHUKKOTH

Mob: +971 525297177

E-mail: nithinmadav@gmail.com

PERSONAL DETAILS

Date of Birth : 20-07-1989
Nationality : Indian
Sex : Male
Marital Status : Single

PASSPORT DETAILS

Passport Number : L1615774
Place of Issue : Kozhikode
Date of Issue : 13/06/2013
Date of Expiry : 12/06/2023

VISA DETAILS

Visa Status : Employment Visa
Place of Issue : Dubai
Date of Issue : 19/03/2020

LANGUAGE PROFICIENCY

- English
- Hindi
- Malayalam
- Tamil

OBJECTIVE

I would always prepare myself for contributing in the progress of organization. The development of the company would be my prime area of interest. It would help me to create a good impression among my companions. I would use my ideology while working, so I will come to know the strength of my skills.

EDUCATION

BACHELOR OF COMMERCE IN CO-OPERATION (MARCH 2012)

National College, Taliparamba
(Kannur University)

PLUS TWO COMMERCE (MARCH 2006)

Tagore Vidyalayam, Keecheri
(HSE Board of Kerala)

SSLC (MARCH 2004)

Aroli Govt. High School
(Board of Public Examinations, Kerala)

SKILLS & EXPERTISE

- Excellent Analytical Skills
- Expert in MS Office (Microsoft Word & Microsoft Excel)
- Knowledge in Photoshop, CorelDraw & PageMaker
- Specialized in Tally ERP 7.2, 9.0
- Knowledge in Computer Fundamentals, Windows XP, Windows 7
- Good Communication Skills
- Good Typing Skills (English & Malayalam)
- Expert in Online Works / Internet

PROFESSIONAL EXPERIENCE

DYNAMIC GOLDSMITH, Near Gold Souk, Deira, Dubai

Accountant cum Supervisor

26th October 2019 – 31st May 2021

Duties & Responsibilities

- ☐ Preparation of Invoice and Receipt Vouchers
- ☐ Maintaining files and computerised accounting databases
- ☐ Recording Cheques - Inward & Outward, Responsible for the bank transactions
- ☐ Daily to prepare of Closing stock
- ☐ preparing monthly wise Sales/ Purchase report
- ☐ Collecting orders from customers and delivery on time
- ☐ Monitoring employee productivity and providing constructive instructions
- ☐ Resolving client's queries regarding Orders

AGREENCO FIBRE FOAM PVT. LTD., Baliapatam, Kannur, Kerala

Accounts Officer

16th March 2016 – 30th September 2019

Duties & Responsibilities

- ☐ Passing daily business transactions and vouchers
- ☐ Compute taxes owed and prepare returns
- ☐ Maintaining files and computerised accounting databases
- ☐ Recording Cheques - Inward & Outward, Responsible for the bank transactions
- ☐ Preparation of consolidated outstanding Debtors/ Creditors report
- ☐ preparing monthly wise Sales/ Purchase report
- ☐ Co-ordinate with internal and external auditors
- ☐ Resolving client's queries regarding overdue payments
- ☐ Submitting Online Tenders and preparation of required documents

DISTRICT COLLECTRATE, IT Section, Kannur, Kerala

Data Entry Operator

May 2015 – November 2015

DELMA ROYAL BUILDING MATERIALS TRADING LLC, Abu Dhabi, U.A.E.

Accountant cum Storekeeper

October 2013 – February 2015

Duties & Responsibilities

- ☐ Daily to prepare warehouse stock and control
- ☐ Preparation of Invoice and Delivery Notes
- ☐ Contact and interact with clients who have failed to make payments, providing reminders and maintaining client relationship
- ☐ Labour Wages Settlement
- ☐ Co-ordinating Staff
- ☐ Co-ordinate with other related departments for smooth business operations
- ☐ Maintaining Petty cash book
- ☐ Documents Management
- ☐ Checking & updation of daily mails

JANABHUMI NEWS PAPER, Taliparamba, Kannur, Kerala

DTP Operator

September 2012 – September 2013

AKSHAYA e- CENTRE, Keecheri, Kannur, Kerala

Office Assistant

2008 – 2012

Duties & Responsibilities

- ☐ Online Works
- ☐ IT Support
- ☐ Checking & updating of daily mails
- ☐ Documents Management

Place: Dubai

Date: 03.06.2021

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