

COVERING LETTER

- 1. SIX years of experience in back office/store/purchase department.**
- 2. Well experience in office management skills, even hiring and supervising clerical staff, preparing reports, developing excel spreadsheet and power point presentation**
- 3. The ability to anticipate executives needs follow through on all details and can handle sensitive situations.**
- 4. Computer proficiency, including a good knowledge in MS OFFICE (WORD, EXCEL, POWERPOINT and ACCESS), TALLY, PEACHTREE, QUICKBOOKS, PROLOGIC SYSTEM.**

**I am confident that I would be able to organize and manage your office to create a smooth-running office. I will be an asset to your company. Please call me at + (91)7034715145 or email nithinnarayanan.mail@gmail.com
I look forward to hearing from you.**

CURRICULUM VITAE



NITHIN NARAYANAN
NITHI NIVAS
KUTTIKOL (P.O)
TALIPARAMBA
PIN - 670562
Kannur

E-mail

Nithinnarayanan.mail@gmail.com

Phone

7034715145 (Mob)

Personal Details

Date of Birth

25th-oct-1989

Place of Birth

Taliparamba, Kerala

Gender

Male

Nationality

Indian

Marital status

Single

Languages Known

English, Malayalam, Hindi

Hobbies

Football
Gym
Music

Old Passport Number

J3828614

New Passport Number

T4201985

Career Objective

To secure a challenging position in industry which provides an opportunity to learn continuously and enhance my personality. And to give my best and participate in the growth of my company.

Education

Post-Graduation level

M.COM(Finance)

MK university

Graduation level

B.com

University

University of Kannur

Higher Secondary Level

Plus Two

CBSE

Commerce

Kendriya Vidyalaya Keltron Nagar

Higher School Level

S.S.L.C

CBSE

Kendriya Vidyalaya Keltron Nagar

DIPLOMA

Diploma in Indian & Foreign Accounting

DIPLOMA

Diploma in Information Technology

Experience

- 3 Years experience in **store dept/accounts assistant** in **CENTURY GROUP.**
- 3 years experience in **purchase officer** for **OAKSLAND INDUSTRIES.**
- 3 Months experience in **purchase officer** for **BINZAYAED GROUP (UNITED ARAB EMIRATES).**

Summery Of Technical Qualification

- Good knowledge in Tally
- Good knowledge in Peach Tree
- Good knowledge in Quick Books
- Good knowledge in MS-OFFICE(MS-Word, MS-Excel, MS-P Point,applications,data-entry etc.)
- Good knowledge in Prologic software.

Strengths

- Can Quickly Grasp and Learn New Technologies.
- Good Communication and Presentation Skills, Easily Communicate Ideas and Concepts.
- Ability to analyze problems/issues.
- Willing to shoulder challenges and responsibilities.

Declaration

I hereby declare that all the above mentioned details are true to the best of my knowledge and Belief.

Place : KUTTIKOL KERALA INDIA

Date : 27-04-2021

NITHIN NARAYANAN

