

NAYANA K S

(Accountant)



Address : Kaveri building
Flat No 403
Karama ,dubai

Phone : +971507905549

Email : nayanaks995@gmail.com

SUMMARY

Experienced in Accounting, tax calculating, and preparing MIS reports for organizations. Capable professional with expertise in many of the most common accounting software programs. Currently looking for a challenging financial position with a forward thinking company where I can excel deliver and achieve my potential.

HIGHLIGHTS

- ✓ 2 years Experience in Accounts & Taxation.
- ✓ Hard Working & Dedicated Person.
- ✓ Experience in Tally Software and Microsoft Office.
- ✓ Possesses Good Communication & Relationship Management Skills.
- ✓ Strategic & Inventory control Expert.

EXPERIENCE

CHAITHANYA ASSOCIATES

(Tax Consultant)

Iritty , Kannur, Kerala

Accountant (2 years)

- Preparation of Monthly Financial Report & Income Statement & reporting to the Manager.
- Making Sales & Purchase entries by checking the supporting – in Tally Software.
- Preparing GST workings and Calculations from Tally Software And GST Consultant
- Prepares & records assets, liabilities, entries by compiling & analyzing account information.
- Compile and maintain records of quantity and type of all inventories.
- Pricing the inventory based on quality, margin and demand.
- Enter and monitor purchase orders, Invoices and verify for accuracy.
- Coordinate the receiving and accounting inventory for the products.
- Reviewing data for deficiencies or excess and correcting the same.
- Petty Cash Management and Salary Calculation & disbursement.
- Preparing Sales Report, Bank Reconciliation & Entering Sales entry in Software
- Planning organizing directing and managing logistics operations.
- Preparing Payment Vouchers & Managing Petty Cash.

ACHIEVEMENT

- ✓ Best Staff in Accounting Department – Chaithanya Associates -2020
- ✓ Best Student in SAC Academy.

EDUCATION

- ❖ **M .COM (FINANCE)-** IGNOU UNIVERSITY (Pursuing)
- ❖ **Diploma in VAP** - Virtual Accounting Practice – ERP Base
- ❖ **Diploma in VAP** – Tally ERP9, Peachtree, QuickBooks, Trade Easy
- ❖ **Diploma in VAP** – Office Automation
- ❖ **B.Com (COMPUTER APPLICATION)-** Kannur University (2015-2018)
- ❖ **ASAP** -Government Of Kerala
- ❖ **PLUS TWO (Commerce)** (2013-15)
- ❖ **SSLC** –State Board Of Kerala (2012-13)

TECHNICAL SKILLS

1. TALLY ERP 9 Deep Knowledge & customization (Usage of Cost Centre)
2. Excel – Advance proficiency in Excel & Microsoft Word
3. QuickBook –Accounting Software
4. Peachtree & Trade Easy–Accounting Software
5. Excellent analytical skills along with the ability to create and present reports.
6. Specialized In Entering Purchase and Sales.

PERSONAL

- Date of Birth : 16-02-1998
- Gender : Female
- Permanent Address : Kuruppathumkundil (H)
Veerpad (PO), Veerpad
Kannur, Kerala, India,
670704
- Languages : English, Malayalam
- Other Activities : Writing, Dancing & Listening, Music

REFERENCE

Mr. M. Chandramohan	Mr,Mukesh	Mr.Renjith
Managing Director Chaithanya Associates	Chartered Accountant Chaithanya Associates	Chartered Accountant Chaithanya Associates
+91 9605305756	+91 9447391605	+91 9037473610

DECLARATION

I do hereby declare that, all the above information furnished by me, are true to the best of my knowledge. And, if I am to serve your esteemed organization, I will do it to the best of my skill and towards the progress of your organization.

Place :

NAYANA K S
+971507905549

Date :