

# AKHIL V NAIR

## ACCOUNTANT

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## SUMMARY

Detail-oriented and analytical accounting professional with 4 years of experience in financial reporting, bookkeeping, and budget management. Proficient in accounting software such as Tally, MS Word and MS Excel. Adept at maintaining accurate financial records, ensuring regulatory compliance, and supporting audit processes. Strong organizational skills and a commitment to accuracy and confidentiality.

## EXPERIENCE

### ICICI PRUDENTIAL LIFE INSURANCE COMPANY LTD

(February 2024 - March 2025)

Unit Manager

- Lead and manage a team of insurance agents, underwriters, or claims adjusters..
- Develop and implement operational strategies to meet company goals.
- Maintain relationships with key clients, partners, and stakeholders.

### SUPERMARKET

(April 2019 - December 2023)

Accountant and Purchase Manager

- Financial Record Keeping: Maintain accurate records of all financial transactions.
- Accounts Payable/Receivable - Manage incoming and outgoing payments.
- Financial Reporting: Prepare balance sheets, profit & loss statements, and other reports.

## EDUCATION

### LAKSHYA CA CAMPUS (2019 - 2021)

Certified Management Accountant - US

### KERALA UNIVERSITY (2016 - 2019)

Bachelor of Commerce (Taxation Law and Accounts)

### BOARD OF HIGHER SECONDARY EDUCATION (2014 - 2016)

Commerce (Computer Application)

## CERTIFICATION

Diploma in Computerized Financial Management (6 Months) from Centre for Development of Imaging Technology (C-DIT) Including Tally, MS Word, MS Excel, October 2018

## SKILLS

- Financial Reporting
- Accounts Payable / Receivable
- Bank Reconciliation
- Payroll Processing
- General Ledger Management
- Time Management

## LANGUAGES KNOWN

- English, Malayalam, Hindi, Tamil