



# Nishad KB

India

## WORK EXPERIENCE

### OFFICE ASSISTANT

2019 - 2023

Express Bees | Kerala, India

**Inventory Management:** I was responsible for efficiently managing inventory, ensuring that products and supplies were adequately stocked, organized, and accounted for. This included tracking stock levels, restocking, and minimizing wastage.

**Cashier In charge:** In my role, I served as the cashier in charge, overseeing financial transactions, handling payments, maintaining cash registers, and upholding financial integrity.

**Payroll Accounting:** I managed the payroll accounting process, ensuring accurate and timely compensation for employees. This involved calculating wages, taxes, and deductions, and issuing payslips.

**Preparation of Final Reports:** I regularly prepared comprehensive final reports summarizing the organization's financial and operational performance. These reports provided valuable insights for decision-making.

**Bank Reconciliation:** I conducted bank reconciliation to ensure that the company's financial records matched the bank statements accurately. Identifying discrepancies and resolving them helped maintain financial accuracy.

### MANAGER

Green villas resorts | Ooty, India

2017 - 2019

**Handling Customer Queries and Assisting:** I was responsible for providing excellent customer service by addressing inquiries, resolving issues, and ensuring a positive experience for guests. This involved effective communication and problem-solving skills.

**Cashier In Charge:** I managed financial transactions as the cashier in charge, ensuring accuracy in handling payments, maintaining cash registers, and adhering to financial protocols.

**Daily and Final Report Preparation:** I regularly prepared daily reports to track operational activities and financial transactions. Additionally, I compiled final reports summarizing the business's performance and financial status, assisting management in decision-making.

**Payroll Accounting:** I oversaw payroll accounting, ensuring employees received accurate and timely compensation. This included calculations, tax withholdings, and payroll processing.

**Maintenance of Property:** I took care of property maintenance, ensuring that the physical aspects of the business were in good condition, which contributed to a pleasant and safe environment for guests.

**Ledger and Final Report Preparation:** I maintained ledger accounts and prepared final reports to present a clear and organized financial picture of the business, facilitating effective financial management.

**Overseeing Day-to-Day Operations:** I managed the day-to-day operations of Green Villa Cottage, overseeing all aspects of its functioning, from customer service to facility management.

## CONTACT ME

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## EDUCATION

### B.com -Computer Application

MG University/ kotayam, Kerala

2008 - 2011

### Higher Secondary

MES HSS/kerala

2005 - 2007

### DCFA -Diploma in Computerised and Financial Accounting

Srirama Polytechnic/Triprayar

2010

## SOFTWARES KNOWN

- MS Office
- TALLY, ERP
- PEACHTREE
- EXCEL

## LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

**Designing Strategy and Setting Growth Goals:** I played a key role in formulating strategies and setting goals for the business's growth and development, aligning the team with a shared vision.

**Maintaining Budgets and Optimizing Expenses:** I worked to maintain budgets and optimize expenses, ensuring that the business operated within financial constraints while seeking efficiency and cost-saving opportunities.

**Setting Policies and Processes:** I established and maintained operational policies and processes to create a structured and consistent work environment.

**Ensuring Employee Productivity and Development:** I took an active role in ensuring employees worked productively and had opportunities for professional growth and development. This involved performance management and training.

**Overseeing Recruitment and Training:** I managed the recruitment process for new employees and their training, ensuring that the team was well-equipped to meet the business's needs.

### ASSISTANT ACCOUNTANT

2014 - 2016

Bismi Food Stuff | Dubai

**Sales and Purchase Invoice Handling:** I managed the processing and recording of sales and purchase invoices, ensuring accurate and timely financial transactions. This involved verifying and documenting all relevant details for financial records.

**Bank Reconciliation:** I was responsible for reconciling bank statements with the company's financial records, identifying discrepancies, and taking necessary corrective actions to maintain financial accuracy.

**Cheque Printing for Suppliers:** I handled the issuance of payment checks to suppliers, ensuring that all payments were made in a timely and organized manner, contributing to healthy vendor relationships.

**Payroll Accounting:** I played a key role in payroll processing, making sure that employees received their compensation accurately and on time. This involved calculating wages, taxes, and deductions, and issuing payslips.

**Final Report Preparation:** I prepared comprehensive financial reports that summarized the company's financial health, making it easier for management to assess performance, make informed decisions, and plan for the future.

**Data Entry:** I was responsible for data entry tasks, maintaining an accurate and up-to-date financial database, and ensuring that all financial information was properly recorded.

**Preparation of Invoices:** I created and issued invoices to customers, maintaining a smooth invoicing process to facilitate timely payments and revenue collection.

**Accounts Receivable and Payable:** I managed both accounts receivable and payable, keeping track of money owed to the company and the company's outstanding debts to others. This included sending reminders and managing collections.

### COMPUTER TEACHER

2011 - 2013

MSS Computer Centre | Kerala, India

- Instructed students in MS Office applications, including Excel and Word.
- Taught Tally ERP software to students.
- Designed lesson plans and delivered engaging lectures.
- Provided hands-on training to enhance students' practical skills.
- Adapted teaching methods to accommodate diverse learning styles.
- Offered guidance and support to improve students' digital literacy and employability.
- Developed strong communication and instructional skills in a classroom environment.