

NADARSHA.N

ABOUT ME

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-  Dubai, UAE



PROFESSIONAL SUMMARY

2 year of professional experience, in kerala , india . Expertise includes financial planning, maintaining internal controls, managing general ledgers, conducting internal audits, performing reconciliations, and preparing comprehensive financial statements. Adept at working independently, delivering impactful presentations, and identifying opportunities to drive organizational success.

WORK EXPERIENCE

AUGUST 2022 TO AUGUST 2023

ACCOUNTANT, in CYBERIA SOFTWARES PVT LTD , TECHNOPARK CAPMUS TRIVANDRUM , KERALA, INDIA

- INVENTORY ANALYSIS
- STOCK REPLENISHMENT
- INVENTORY AUDITING
- INVENTORY STOCK ADDING
- PURCHASE FILING

SEPTEMBER -2023 To Present

BILLING CUM ACCOUNTANT, In MAYOORI FURNITURE & ELECTRONICS, ,KERALA , INDIA

- Preparation of financial statements.
- GST
- Monthly payroll preparation
- Reconciling the company's bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures
- General ledger accounting
- Generating the company's financial reports using income and expenditure data
- Accounts receivable management
- Accounts payable management
- Insurance reconciliation
- Initiating and managing financial and accounting software used by the company.
- DAYBOOK Preparation
- Billing
- Posting and Process of Journal entries to ensure all business transactions are recorded.
- Internal Auditing.
- Verification of vouchers with supporting documents and Voucher files maintaining.
- Weekly, Monthly and Year end closing.
- Preparation of various financial statements and reports.
- Bank reconciliation.

- Handling and management of accounts of the organization.
- Physical cash handling and custodian.
- Verification of various documents..
- Timely reporting at top level

EDUCATION

B.COM (CO-OPERATION)- KERALA UNIVERSITY

(PURSUING)

DIPLOMA IN FINANCIAL AND FOREIGN ACCOUNTING - C-DIT (YEAR-2024)

SKILLS

- Tally (Tally Prime Gold and Tally ERP 9)
- MS Excel
- MS Word
- POS (SAP- BUSINESS ONE)
- Financial administration
- Financial reports preparation
- Management Accounting Knowledge
- Cost Accounting Knowledge
- Financial Accounting Knowledge.
- GST calculation
- Bank reconciliation.
- Financial data analysis
- Pricing
- Peach tree
- Quickbooks
- Xxamp (billing software)

PERSONAL INFORMATIONS

- Date of Birth : 01-08-2001
- Nationality : Indian
- Marital Status : single
- Languages : English, Malayalam
- Passport No : Y8503218

DECLARATION

I hereby confirm that the information that is mentioned above is true & further details if required will be

Submitted as per request.

NADARSHA

Dubai-UAE

