



NIKHITHA K. R

FINANCE EXECUTIVE

PROFILE SUMMARY

Experienced finance professional with a strong background in financial management and marketing. MBA graduate with 7+ years of progressive experience in roles encompassing budgeting, forecasting, financial analysis, and strategic planning. Skilled in optimizing financial processes, improving efficiency, and driving business growth. Proven ability to handle complex financial tasks with attention to detail and accuracy. Excellent communicator with a track record of collaborating effectively across teams to achieve organizational goals.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Documentation

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

WORK EXPERIENCE (7 Years)

FINANCE EXECUTIVE | 12 Arp 2017 – 15 SEP 2024

VIVO MOBILES INDIA PVT LTD, KOCHI, KERALA, INDIA

KEY RESPONSIBILITIES

- Maintain and organize financial records and documentation.
- Oversee accounts payable and receivable functions, ensuring accurate recording and timely payments.
- Conduct monthly bank reconciliations and identify discrepancies.
- Manage budget, track expense, and assist with tax preparation.
- Prepare and review invoices, bills and expense reports.
- Process accounts payable and accounts receivable transactions.
- Prepare and maintain financial and accounting records.
- Conduct inventory reconciliations and resolve discrepancies for all Kerala mobile billing to 180 distributors.
- Manage the procurement process by collecting competitive quotes from vendors and negotiating prices to achieve cost savings.
- Prepare purchase orders (POs) accurately and efficiently, ensuring compliance with company policies and vendor agreements.
- Coordinate with suppliers to confirm product availability, delivery schedules, and payment terms.
- Expert in handling petty cash and procurement.
- Maintain the fixed asset register.
- Posting purchase, sales and journal entries to ensure all business transactions are recorded
- Provide online training programs for all employees across Kerala regarding new updates in the budget.
- Assist in implementing and maintaining internal financial control and procedures.

CONTACT

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nikithakr123@gmail.com

Ras al khaimah ,UAE

EDUCATION

MBA IN FINANCE & MARKETING
| 2015 – 2017

- TKM Institute of Management

BACHELOR OF COMMERCE (B. Com) | 2012 – 2015

- M.G St. Mary's College Thrissur

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office ★★★★★

Tally ERP 9 ★★★★★

Odoo ★★★★★

AREA OF EXPERTISE

- General ledger accounting
- Strong in risk assessment and management
- Experienced in inventory management
- Internal Controls and Compliance



PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



LANGUAGES KNOWN

English	<div></div>	100%
Malayalam	<div></div>	100%
Hindi	<div></div>	85%
Tamil	<div></div>	85%



INTERESTS



Songs



Travelling



Reading



REFERENCE

- Available upon request

VOLUNTEER EXPERIENCE

- Intern | 2 Months
 - Josts Engineering Pvt Ltd, Chennai, India
 - received an appreciation letter for securing sales of 1 lakh.
- Intern | 1 Month
 - Caico Products Trissur, Kerala, India

PROJECTS & RESEARCH

- Completed MBA project titled "Study on Customer Satisfaction with Vivo Smartphones."
- Conducted and presented research on "Level of Stress Among Employees in Manufacturing Sectors of Kerala and Tamil Nadu" at a research conference.
- B.com Project: "A Study on Customer Satisfaction with Caico Products." Collected primary and secondary data and conducted hypothesis testing to reject the null hypothesis.

AREA OF EXPERTISE

- Served as Head of the Finance Committee for the MBA Student Union.
- Achieved second place in a national-level management fest at Bishop Jerome College.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 06-03-1994
Nationality	: Indian
Marital Status	: Married
Permanent Address	: Kuttanthadathil House P.O MG Kavu, Thrissur, Kerala, India

PASSPORT DETAILS

Passport Number	: Y 5800736
Date of Expiry	: 19-06-2033
Place of Issue	: Cochin

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

NIKHITHA K. R