



NISHAD KB

CONTACT ME

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Butina, Sharjah, UAE

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/Tripayar**
2010

SOFTWARES KNOWN

- MS Office
- TALLY, ERP
- PEACHTREE
- EXCEL

WORK EXPERIENCE

OFFICE ASSISTANT CUM CASHIER

2019 - 2023

Express Bees I 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.

ACCOUNTANT CUM CASHIER

2017 - 2019

Green villas resorts I Ooty, India

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.

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.

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

Overseeing Day-to-Day Operations I managed the day -to-day operations of Green Villa Cottage,overseeing all aspects o fits functioning, from customer service to facility management. Effective financial management.

ASSISTANT ACCOUNTANT

2014 - 2016

Bismi Food Stuff I 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.

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

MSS Computer Centre I Kerala, India

2011 - 2013

- 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.