

NIKESH HARIDAS

ACCOUNTANT

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PROFESSIONAL SUMMARY

Detail-oriented and dedicated accounting professional with over 4 years of experience in inventory processing, bookkeeping, and financial record management. Skilled in maintaining accurate accounts, handling day-to-day accounting operations, and ensuring compliance with financial regulations. Proficient in managing invoices, ledgers, and reconciliations, with a strong ability to analyze financial data to support organizational decision-making. Adept at working in fast-paced environments with a focus on accuracy and efficiency. Seeking an accountant role to leverage my expertise in financial management and contribute to the success of a dynamic organization.

WORK EXPERIENCE

Inventory Processing

Alorsfaim Logistics, Paris, France | 2022 – 2024

- Monitored and managed the complete cycle of inventory from receipt to dispatch, ensuring accuracy in stock levels and minimizing discrepancies.
- Coordinated with warehouse staff and delivery teams to track incoming and outgoing shipments using inventory management systems.
- Conducted routine physical stock checks and reconciled them with system data to ensure data integrity and compliance with company standards.
- Maintained detailed and organized records of inventory transactions for audit and reporting purposes.
- Utilized ERP software to track and update inventory in real-time, generating reports to support strategic decision-making.

Accountant

S.P Constructions, Kollam, Kerala, India | Nov 2021 – Feb 2022

- Managed day-to-day accounting operations including journal entries, ledgers, and reconciliation of financial statements.
- Prepared and analyzed financial reports, including balance sheets, profit and loss statements, and cash flow statements in accordance with statutory guidelines.
- Handled payroll processing and maintained records of employee compensation, benefits, and deductions.
- Filed tax returns and ensured compliance with GST and other applicable regulations under Indian accounting standards.
- Liaised with auditors, banks, and regulatory bodies to facilitate audits, financial inspections, and funding documentation.
- Assisted in budgeting and forecasting by analyzing trends and variances in financial performance.
- Assisted with the preparation of VAT returns and maintained compliance with UAE tax regulations.
- Worked with accounting software (Tally and QuickBooks) to input and verify transactional data.
- Use accounting software such as Tally ERP and MS Excel for efficient financial record keeping and reporting.
- Managed petty cash, maintained proper documentation, and ensured compliance with company policies.

Accounting Clerk

Al Remool Real Estate, Sharjah, UAE | Oct 2019 – Sep 2021

- Maintained accurate financial records and performed daily bookkeeping functions including accounts payable and receivable.
- Issued invoices to clients and followed up on outstanding payments to ensure timely collection.
- Supported the finance team in preparing month-end and year-end closing reports by compiling transaction data and reconciliations.
- Entered and updated data in accounting software, generating various reports for management review and decision-making.

EDUCATION

International Business Management

ESCC Business School, Paris

Bachelor of Commerce

University of Calicut, Kozhikode, Kerala

Higher Secondary Education

Santa Maria Academy, Vallachira, Thrissur, Kerala

CERTIFICATION

TallyPrime Certification

TallyACE Certification

QuickBooks

SKILLS

• Financial Reporting & Analysis	• Cash Book Maintenance	• Cash Flow Analysis &
• Accounts Payable & Receivable	• Ledger Management	Liquidity Management
• Payroll Management	• Balance Sheet P&L Preparation	• Internal Controls
• Budgeting & Forecasting	• Bank Reconciliation	• Teamwork & Collaboration
• Tax Compliance & Filing (GST, TDS, VAT)	• Time Management	• Petty Cash Management
• Audit Coordination	• Communication Skills	• Adaptability & Flexibility
	• Problem Solving Skills	• Customer Service Excellence

TECHNICAL SKILLS

- Microsoft Office Suite (Advanced Excel, Outlook, Word, PowerPoint)
- Tally ERP
- QuickBooks

LANGUAGES

English- Proficient Hindi- Proficient Malayalam- Native Arabic- Intermediate