



NITHIN P

CAREER OBJECTIVE

To obtain a full-time challenging position as an Accountant in a reputable organization to expand my knowledge and skills in accounting, taxation and auditing.

ABOUT ME

DOB: 15/09/1996

Gender: Male

Nationality: Indian

Marital Status: Single

Father's Name: C L Padmanabhan.

Mother's Name: B Beena.

CONTACT INFORMATION

Address: 464/11,
Kunamkulambu,
Thottumedu, Karippode
Palakkad, Kerala-678503

Call: +91 8248398018

E-Mail: nithinskp96@gmail.com

ACADEMIC QUALIFICATION

1. BACHELOR OF COMMERCE

From Madras University
June 2014 – May 2017

2. HSC

Board of Higher Secondary
Examination, Tamilnadu
2014

3. SSLC

Central Board of Secondary Education
Kendriya Vidyalaya Gill Nagar
2012

LANGUAGES KNOWN

English,
Hindi,
Tamil,
Malayalam.

PERSONAL INTERESTS

Travelling, Boxing, Playing Chess,
Football, Cricket.

I. CURRENT WORK EXPERIENCE

ACCOUNTANT IN TEKTON INFRA INDIA PVT LTD

(November 1ST 2022 – PRESENT)

RESPONSIBILITIES AS ACCOUNTANT

- Preparation of journal entry, complete general ledger operation.
- Responsible for managing cash in hand and petty expenses.
- Vendor management including tax calculations and payment.
- Accounts receivable and Accounts payable from clients.
- Bank and cash book reconciliation.

ARTICLE ASSISTANT IN AN AUDIT FIRM

(NOVEMBER 14TH 2018 – JANUARY 31ST 2022)

CA. N.R. Neelakantan, B.Com, F.C.A, LLB,
Chartered Accountant,
Manjilas Complex, Palakkad,
Kerala.PIN: 678014.

RESPONSIBILITIES AS ARTICLE ASSISTANT

- Book Keeping and entering daily transaction in software.
- Income Tax Filing, GST Filing, Tally with GST.
- Preparing trading, Profit & Loss account and Balance sheet.
- Preparation of receipt and payment account.
- Concurrent bank audit, statutory bank audit and Govt. Audit.
- Reconciliation of cash & bank.
- Billing, vouching, Journalizing, Payroll preparation and TDS filling.

II. COMPUTER PROFICIENCY

FOCUS: BASIC AND ACCOUNTING RELATED KNOWLEDGE

- MS Office.
- Tally ERP.9 & Prime.
- Winman TDS.
- Winman CA ERP.

III. INTERPERSONAL SKILLS

- Confident and Determined.
- Ability to cope up with different situations.
- Adaptable to changing environment.
- Extrovert and self-Motivated

V. SELF DECLARATION

I, Nithin P hereby declare that the above mentioned information is correct to the best of my knowledge.

Date:

Place: Palakkad