



About Me

Full-time accountant with 10 years of experience in salary administration, business accounting, risk analysis, and human resources. My experience includes extensive work in accounts payable, accounts receivable, collections, financial reporting and audits.



05 88 34 32 92



nithinthimothy11@gmail.com



Shajah

TECHNICAL SKILLS

- Tax Practitioner Enrolment No 322000005408GP3 VAT, GST
- Hands on experience on Tally, Peachtree, M S Office package, Internet applications
- Working knowledge and experience on MS Office, Tally & Peachtree applications
- Experience in SAP software

NITHIN THIMOTHY

ACCOUNTANT

EXPERIENCE - 10 YEARS

ARJOMANDI GROUP OF COMPANIES (UAE)

Jun 2022 -

- Handling cash and bank transactions.
- Physical verification of cash and valuables everyday.
- Bank Reconciliation.
- Quarterly Prepare Profit & Loss Account.
- Payroll report of employees
- Maintain daily sales report and MIS report.
- Receipting of inwards via Cash/Cheque/Credit Card/Online Payment.
- Physical verification of cash and valuables everyday.

MSEYAR FORTUNES (INDIA-KERALA)

Jun 2019 - May 2022

- Handling cash and bank transactions.
- GST Work
- Payment and filing of TDS
- Physical verification of cash and valuables everyday.
- Bank Reconciliation.
- Quarterly Prepare Profit & Loss Account.
- Payroll report of employees
- Maintain daily sales report and MIS report.
- Receipting of inwards via Cash/Cheque/Credit Card/Online Payment.
- Physical verification of cash and valuables everyday.

ABS ELECTROPLATERS (INDIA-MUMBAI)

Jun 2018 - May 2019

- Handling cash and bank transactions.
- Maintaining employees insurance (ESI)
- Payment and filing of TDS
- Payment of Employees Provident Fund.
- Physical verification of cash and valuables everyday.
- Bank Reconciliation.
- Quarterly Prepare Profit & Loss Account.
- Payroll report of employees
- Maintain daily sales report and MIS report.
- Receipting of inwards via Cash/Cheque/Credit Card/Online Payment.
- Physical verification of cash and valuables everyday.

PERSONAL INFORMATION

Date of Birth

11-12-1991

Gender

Male

Nationality

Indian

Passport No

V6845407

Marital Status

Married

Father Name

K.L.Thimothy

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

DECLARATION

I do hereby acknowledge that all the information furnished above is true to the best of my knowledge

Place: Sharjah

NITHIN K T

RELIEF GROUP (INDIA-KERALA)

May 2012 - Mar 2018

- Preparation of sales invoices
- Verification of LPO, Delivery Note and Invoices before payment
- Handling cash and bank transactions.
- Follow up with credit customers and ensure timely collection.
- Data entry on behalf of customers, where ever required.
- Maintain employees insurance (ESI)
- Handling bank reconciliation.
- Handling petty cash and cash purchase.
- Receipting of inwards via Cash/Cheque/Credit Card/Online Payment.
- Maintain staff schedules and attendance.
- E-vat filing & GST Work
- Physical verification of cash and valuables everyday.

EDUCATION

2012

B.Com. Finance

Co-Operative college, Thrissur, Kerala

University of Calicut

2009

Plus Two-Commerce

C M S, Thrissur, Kerala

2009

SSLC

Kerala HS Board

SKILLS SUMMARY

Accounting knowledge

95%

Managerial Skills

100%