



## Nixon George

**Financial Analyst | Accounts Manager | Audit Executive |  
Accounts Executive**

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**Nationality:** Indian

### Career Objective

Highly skilled and dedicated Accounting professional with over 7 years of experience. I'm seeking a challenging position to leverage my expertise in financial management, cost control, and decision-making processes. I aim to utilize my strong organizational and communication skills to contribute towards the growth and success of the organization. Committed to maintaining accuracy and efficiency in all tasks, I look forward to bringing my strong analytical abilities and problem-solving skills to your team.

### EXPERIENCE

#### Accounts Manager | Alankar Veneers (2019-2023)

- Managed daily financial transactions, ensuring accuracy and timeliness.
- Reconciled bank statements regularly, identifying and resolving any discrepancies.
- Monitored forex transactions, maintaining up-to-date knowledge of exchange rates.
- Efficiently managed import documents.
- Prepared and e-filed monthly tax returns and TDS, ensuring compliance with relevant tax laws. Finalization of financial statements.
- Processed payroll, including electronic deposits and provident fund contributions, for all company employees.
- Responsible for the finalization of financial statements, providing transparent and accurate financial information for organizational decision-making.

#### Audit Executive | Abraham & Jose Chartered Accountants (2017-2019)

- Efficiently analyzed financial statements, ensuring their accuracy by meticulously verifying supporting documents.
- Monitored compliance with GAAP and other financial regulations, identifying any deviations and providing appropriate corrective measures.

### EDUCATION

#### Bachelor of Commerce

Graduated from Mahatma  
Gandhi University in  
India 2012-2014

### SKILLS

- Effective communication and interpersonal skills
- Tally ERP
- Tally prime
- Tax Preparation
- GAAP/IFRS Knowledge
- Team supervision and training
- Problem-solving and decision-making abilities
- Proficient in Microsoft Office

- Prepared in-depth reports based on financial analyses, proactively communicating with clients regarding necessary actions in areas such as finance, management, and cost control.
- Filed audit reports and income tax returns, maintaining strict adherence to deadlines and regulatory requirements.

## LANGUAGES

- \*English
- \*Hindi
- \*Malayalam

### Account Assistant | Poovans (2016-2017)

- Effectively managed accounts payables and receivables, ensuring timely and accurate processing.
- Prepared preliminary reports for the filing of monthly tax returns, ensuring all financial data was accurate and up to date.
- Collaborated with the team in the preparation of financial statements, aiding in the presentation of accurate and comprehensive financial information.

## INTERESTS

- \*Cricket
- \*Football
- \*Movies

### Tutor | Hawks Academy (2014-2016)

- Provided tailored lessons to students in various subjects, identifying and adapting to individual learning styles.
- Tracked and evaluated student performance, implementing personalized strategies to promote improvement.
- Facilitated a supportive and engaging learning environment to enhance student understanding and academic success.
- Assisted students with homework and preparation for tests, promoting time management and study skills.