



nygilsomy32@gmail.com



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Dubai , UAE

EDUCATION

Bachelor of Commerce:
Finance and Taxation
Mahatma Gandhi University,
Kerala ,India, July 2017 - March
2023

High School Diploma:
Commerce
**Board of Higher Secondary
Examination Kerala Govt,**
Kerala ,India, June 2015 -
March 2017

High School Diploma: SSLC
**St Marys Higher Secondary
School,** Kerala,India, June
2005 - March 2015

PERSONAL DETAILS

Date of Birth / Age:

12/11/1999

Nationality: Indian

Marital Status: Single

Visa Status: Visit Visa

Gender: Male

Religion: Christian

Passport: U7488715

LANGUAGES

NYGIL SOMY

PROFESSIONAL SUMMARY

To work in an organization where I will be able to learn as well as to contribute with utmost capabilities, sincerity and also work in a professional manner for mutual growth and achieving the company's mission.

WORK HISTORY

December 2022 - November 2023

Alphonsa Constructions - Accountant, Mankulam ,Kerala, India

- Preparing journal entries.
- Support on Statutory Compliance like GST, TDS, STPI etc.
- Meeting processing and reporting deadlines.
- Assisting the accounting manager, as needed.
- Record financial transactions and maintain accurate financial records and ledgers.
- Reconcile bank statements and accounts.
- Prepare financial statements and reports.
- Handle accounts payable and receivable.

January 2022 - April 2022

The Federal Bank LTD - Bank office clerk, Mankulam,Kerala, India

- Assisted customers with questions about products, services and terms.
- Educated customers about remote banking tools to improve customer service and reduce burden on in-person team.
- Helped customers complete credit card and general bill payments in-person or via online banking system.
- Solved customer issues and disputes using accurate banking information and policies, maintaining loyalty and satisfaction.
- ensure the compliance of KYC (Know Your Customer) for all new account holders in the Bank.
- Followed up with customers to build long-lasting relationships and boost business opportunities.
- Help for educating Digital Banking Process.
- Ensure availability of all forms and application.
- Manage Delivery Management System.

English

Advanced

Malayalam

Native

Hindi

Intermediate

Tamil

Advanced

SKILLS

- Self-motivated professional
- Data entry
- Accounts Payable/Accounts Receivable
- Administrative support
- Strong communication
- General ledger accounting expertise
- critical Thinking
- Problem solving
- Team Player

CERTIFICATIONS

Diploma In Office Secretary

Computerised Financial Accounting