



VINOD KRISHNAN NAIR

ACCOUNTANT

Dynamic and accomplished Accountant with a stellar track record in the retail sector, specializing in accounting and financial management. Over 5 years of experience steering teams toward achieving and surpassing store targets. Adept at overseeing day-to-day operations, implementing cost-saving measures, and enhancing productivity. Proven track record in meticulous financial record-keeping, effective customer issue resolution, and successful coordination of marketing activities. To utilize my accounting skills and knowledge to help an organization become more profitable and efficient.

KEYS KILLS

Financial Management	Accounts Receivable Management	Accounts Payable Management
Accounting Software	Cash Handling	Petty Cash
Transactions Handling	Book Keeping	Stock Management
Customer Service	Data Analysis	Marketing Coordination

PERSONAL DETAILS

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+91 9745382814
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Address Kalluvettamkuzhiyil,
Koodal P.O,
Pathanamthitta- 689693
Kerala
Nationality Indian
D.O.B 04/03/1995
Gender Male
Marital Status Single

ACADEMIC CREDENTIALS

2020 **M. COM**
Annamalai University
2015 **B. COM**
Kerala University

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

AWARDS

- Got Best Department Manager Award from The State Head Of Reliance Retail Ltd.

SOFTWARE PROFICIENCY

- Tally
- SAP
- MSWord
- MS Excel
- MS PowerPoint

PASSPORT DETAILS

Passport No : S4160505
Date of Issue : 14/08/2018
Date of Expiry : 13/08/2028
Place of Issue : TRIVANDRUM

EMPLOYMENT CHRONICLE

❖ **DEPARTMENT MANAGER** *July 2022- DEC 2023*
RELIANCE RETAIL LTD.-KAYAMKULAM, KERALA

- Develop Strategies and implement changes that improve job knowledge.
- Conduct regular team briefings to communicate store targets and articulate strategies for achieving them.
- Planning and Managing logistics, warehouse, transportation and customer services.
- Collaborate with the Cluster Manager for new hiring, interviews and orientations systematically.
- Directing, optimizing and coordinating full order cycle.
- Provide clear direction to store staff on individual and collective responsibilities to meet and exceed sales goals.
- Verify and authorize Petty Cash Vouchers, ensuring accurate recording of expenses.
- Ensure the application of Labor Laws.
- Take proactive measures and decisions to reduce overall store expenses while maximizing productivity.
- Implement strategies to enhance operational efficiency and streamline processes within the department.
- Identify and address areas of improvement to optimize day-to-day operations.
- Coordinate and oversee Store Marketing Activities to promote products and increase customer engagement.
- Collaborate with the marketing team to ensure effective implementation of promotional campaigns.
- Act as a point of contact for customer issues and complaints, ensuring prompt and effective resolution.
- Implement customer service initiatives to enhance overall customer satisfaction and loyalty.

REFERENCES

Krishna Das - Reliance Retail Limited

Store Manager
krishnadas2.Das@ril.com
+91 9567136137

Subish T - Reliance Retail Limited

Store Manager
subish.t@ril.com
+91 7306821002

HOBBIES

- Sports
- Music
- Swimming
- Travelling

❖ **ACCOUNTANT** *July-2020 - July2022*
VENAD PRINTING SOLUTIONS-TRIVANDRUM, KERALA

- Receive and process cash transactions accurately.
- Ensure the proper recording of cash receipts and disbursements.
- Collect and process incoming cheques from customers or clients.
- Verify the authenticity of cheques and ensure compliance with company policies.

❖ **ACCOUNTANT** *May-2019 - June2020*
RELIANCE RETAIL LTD.-PATHANAPURAM, KERALA

- Prepare and verify petty cash vouchers in accordance with established policies and procedures.
- Maintain and update the customer database with accurate and relevant information.
- Conduct thorough cross-check of all purchase bills against corresponding receipts and agreements.
- Ensure proper documentation of all financial transactions, petty cash vouchers, and customer interactions.

❖ **ACCOUNTS EXECUTIVE** *December -2017 -March- 2019*
ATTINKARA HYPERMARKET-PATHANAPURAM, KERALA

- Maintain accurate digital and physical financial records, ensuring completeness and compliance with accounting standards.
- Monitor and manage debtors and creditors ledgers.
- Follow up on outstanding receivables to ensure timely collections.
- Identify opportunities for process improvement in financial record-keeping, transaction processing, and debtors/creditors management.

❖ **BILLING & CASHIER SUPERVISOR** *November -2015 -October -2017*
KUNNIL HYPERMARKET- TRIVANDRUM, KERALA

- Verify daily cash transactions, ensuring accuracy and compliance with established procedures.
- Conduct daily stock verification to reconcile physical stock with stock records.
- Interact with customers during the billing process, providing clear explanations of charges and addressing any questions or concerns.
- Preparing reports for every cash register.
- Assisting cashiers, establishing positive work environment & ensuring clean workspaces.
- Resolving customer challenges & issues.

DECLARATION

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

VINOD KRISHNAN NAIR