

Nithin Raj E



Address: Al Khail Gate
Al Qouz industrial Area 2, Dubai
Mob.: +971 52 1149 761
E-mail: nithinraj4545@gmail.com

Languages:

English
Hindi
Tamil
Malayalam

Other Details:

Nationality: Indian
Date of Birth: 30 July 1995
Marital Status: Single
Visa Status: Visiting Visa
Passport No: P 7572048
Passport Issue: 14 March 2017
Passport Expiry: 13 March 2027

Profile

Detail-Oriented Accountant focused on improving company financial operations and streamlining processes using effective leadership, planning and decision-making abilities. Systematic and well-organized with strong attention to detail, mathematical acumen, and Accounting Knowledge.

Professional Experience

PMS Traders, Kerala, India

Inventory Executive (01 October 2019 to 30 June 2022)

Aiwa Silks Private Limited, Kerala, India

Inventory Executive (01 April 2017 to 30 September 2019)

Duties and Responsibilities

- Maintaining and updating records.
- Counting material, equipment supplies in stock.
- Reporting discrepancies between physical and computer records.
- Receive and inventory stock.
- Check incoming materials for quality & quantity against invoice, purchase orders and packing slip or other documents.
- Make clear notes on the receipt of the items against cash invoices.
- Complies report of the expenditure and monthly stock reports.

Skill Highlights

- | | |
|-------------------------|-------------------------|
| ❖ Hardworking | ❖ Fast learner |
| ❖ Multitasker | ❖ Data Entry Operations |
| ❖ Computer Skills | ❖ File Documentations |
| ❖ Accounting | ❖ Record Safe Keeping |
| ❖ Banking | ❖ Inventory Controlling |
| ❖ Bookkeeping | ❖ Ledger Posting |
| ❖ Microsoft Office Suit | ❖ Tally & Traffic |
| ❖ Peachtree | ❖ QuickBooks & Buzzy |
| ❖ Tradeasy | ❖ Task |

Summary Qualifications

- Distance Degree (B Com - Annamalai university)
- Diploma in Professional Accounting from Sree Shankaracharya Computer Canter & G-Tec Computer Education, Kerala, India
- Plus Two passed in Kerala board (Board of Higher Secondary Education of Kerala, India)
- S.S.L.C Passed in board of Secondary Education of Kerala, India