



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.

PERSONAL DETAILS

Phone +971 561756651
+91 9745382814
Email vinodkrishnannair333@gmail.com
Address Kalluvettamkuzhiyil,
Koodal P.O,
Pathanamthitta- 689693
Kerala
Nationality Indian
D.O.B 04/03/1995
Gender Male

ACADEMIC CREDENTIALS

2020 M. COM
Annamalai University
2018 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
- MS Word
- 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

KEY SKILLS

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

EMPLOYMENT CHRONICLE

- ❖ DEPARTMENT MANAGER

July 2022 - Present

RELIANCE RETAIL LTD.-KAYAMKULAM, KERALA

 - Conduct regular team briefings to communicate store targets and articulate strategies for achieving them.
 - 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.
 - 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.
- ❖ 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.

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

- Collect and process incoming cheques from customers or clients.
- Verify the authenticity of cheques and ensure compliance with company policies.
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❖ **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-checks 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 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.

DECLARATION

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

VINOD KRISHNAN NAIR