

RAIMA NITHIN



CONTACT

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Palakkad –
678004

Nationality:
Indian

SKILLS

- Ability to organize, comprehend and carry out instructions effectively
- Ability to work with others in a group atmosphere, as a team or individually
- Follow instructions/schedules/timelines and handle multiple priorities
- Demonstrated ability to work accurately

LANGUAGES KNOWN

- English
- Malayalam
- Tamil

PROFESSIONAL SUMMARY

An experience in the field of Accountant with 2 years and 8 months and in the field of Floor Manager with 1 year and 10 months. I possess office management skills and familiar with Microsoft Office applications and readily adapts to change, works independently and exceeds expectations.

PROFESSIONAL EXPERIENCE

Accountant

Emmar Associates (Tax Consultant), Palakkad

March 2022 – Oct 2023

Roles:

- Tally data entry including sales, purchases, receipts, payments and bank reconciliation statement.
- Maintain accounting documents and records.
- Analyze and prepare documents, and filing tax returns.
- Prepare tax summary of the clients according to the filing data.
- Examine accounting records and prepare financial statements.
- Creating periodic reports such as balance sheets, profit & loss statements, etc.
- Assist to examine financial accounts and records and prepare income tax returns from accounting records.
- Assist to prepare financial statements and documents for auditing to firms or individuals.
- Ensuring all files are up to date.
- Managing all accounting transactions.
- Compute taxes and prepare tax returns.
- Communicate effectively with clients.
- Communicate with Manager and/or Director on work status and client issues that arise.

Assistant Accountant

Adhvin Builders & Designers, Kollengode, Palakkad

May 2017– June 2018

Roles:

- Tally data entry including sales, purchases, receipts, payments and bank reconciliation statement.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Maintain company ledgers and daily financial transactions.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Analyze budgets and create expense reports.
- Maintain digital and physical financial records.
- Issue invoices and receipts to customers as needed.
- Prepare documents for tax returns and audits.
- Ensuring all files are up to date.
- Handling petty cash.

Floor Manager

M&M Festival Shopping Centre, Ottappalam, Palakkad

July 2013 - April 2015

Roles:

- Responsible to manage a team of sales staffs and cashiers.
- Coordinate the team members to improve team work and for optimal results.
- Assign duties and prepare work schedules.
- Respond and resolve issues that may arise, including customer requests and complaints.
- Making sure that customer service and safety are met.
- Manage the attendance of Staffs.
- Manage and maintain the stocks of items.
- Coordinate with purchase team to implement the items.
- Ensure visual standards and image of the store are maintained, such as store displays and cleanliness.
- May perform the same duties as workers supervised.

EDUCATIONAL PROFILE

Master of Science in Information Technology

Michael Job College of Arts and Science, Coimbatore, Tamilnadu

Jul 2010 - Apr 2012

Aggregate Percentage-78%

Bachelor of Science in Computer Science

CMS College of Science and Commerce, Coimbatore, Tamilnadu

Jul 2007 - Apr 2010

Aggregate Percentage-75%

H S E

Govt. Girls Higher Secondary School, Alathur, Palakkad

Jun 2005 - Mar 2007

Aggregate Percentage-61%

S S L C

Cherupushpam Girls Higher Secondary School, Vadakkencherry, Palakkad

Mar 2005

Aggregate Percentage-75%

CERTIFICATION COURSES

- Tally ERP9 , ICS, Palakkad
- Java Programming, Cerebtec Labs, Kochi
- Android , Cerebtec Labs, Kochi

COMPUTER PROFICIENCY

- Operating System: Windows 11, 10, 8, 7, 98, MacOS
- Packages : MS-Office (Word, Excel, etc.)