

RESUME

NIVEDIA ANILKUMAR

Sharjah

United Arab Emirates

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CAREER OBJECTIVE

To work in a professional environment where my qualifications and experience provides me an opportunity for advancement and challenge to handle responsible where I can show my caliber, work skills, and strength for betterment of the organizational growth

PROFESSIONAL EXPERIENCE

Company	Duration	Designation
Earn & Save Associates Private Limited	August 2017 –December 2018	Accountant
Absentia Vertual Reality Pvt Ltd, Bangalore	August 2016 - July 2017	Accountant Assistant

Key responsibilities handled

- Recording transactions in daily basis in Tally ,maintaining books of accounts
- Handling ledger accounts and keeping check for any Invoices and payments

- Valuation of Debtors and Creditors
- Preparation of bank reconciliation statement
- Assisting in carrying out Internal Auditing
- Valuation of assets and liabilities
- Training the junior accounting clerks
- GST return filing
- Preparation of Trading & Profit and loss a/c and Balance Sheet
- Avoiding outstanding expenses and managing the petty cash
- Maintaining records of payments information
- Making coordination among employees
- Dealing with clients

Educational Qualifications

- ☐ Professionally qualified as MCOM from university of Indira Gandhi ,India with 64%.
- ☐ Bachelor of commerce in finance from university of Calicut, Kerala, India with 83%.
- ☐ Higher secondary from Board of Kerala with 93%.
- ☐ Matriculation from Board of Kerala with 98%.

Project and Paper Presentation Experience

- ☐ Paper presentation experience in the topic “Emerging trends of women entrepreneurs”
- ☐ Project experience in “customer satisfaction on boutiques in Urban and Rural areas”

Software Proficiency

- ☐ Tally
- ☐ M S Office

Strength and skills

- ☐ Good interpersonal communication and social skills.
- ☐ Dedication, Hardworking and Discipline.
- ☐ Willing to face challenges and opportunities.
- ☐ Ability to work in groups with diverse background

PERSONAL INFORMATION

Name	:	Nivedia Anil Kumar
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Married
Date of Birth	:	13-10-1995
Languages	:	English, Malayalam, Hindi, Tamil
Passport No	:	S8990428
Visa Status	:	Visit visa
Visa Expire	:	august 30 2019

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Place: Sharjah

Date:

Nivedia Anilkumar