

## 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