



Rithvik Nair | Accountancy & Finance

+971 50 260 9746

Abu Dhabi, UAE

rithvikn6@gmail.com

Objective

Results-orientated accounting professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Seeking to leverage my professional expertise and experience in a goal driven environment.

Skills

- Strong Technical Accounting
- Computerized accounting with Tally
- Budgeting and forecasting
- Facilitation of internal and external auditing procedures
- Excellent research and financial analysis abilities
- Developing and implementing financial systems and controls
- Written & Verbal Communication Skills
- Microsoft Office (Excel, Word, PowerPoint)
- Sales Reporting
- Inside Sales
- Negotiation
- Multi-Tasking
- Relationship Building
- Detail Oriented

Professional Experience

Skyislimit Private Limited, Kerala, India

Accounts Executive / October 2020 – February 2022

- Bolstered communication with clients to understand their specific needs, resulting in annual incremental revenue
- Prepared asset, liability, and capital account entries by compiling and analysing account information
- Tax filing (GST and TDS)
- Performed regular check-ins with existing account holders to ensure their needs were being met, resulting in an annual retention rate
- Worked closely with existing clients to uncover potential areas of service expansion, and presented findings and recommendations to the executive team
- Researched market trends, and stayed abreast of marketing programs and progress as it related to existing partnerships with companies

Autobahn Trucking, Kerala, India

Internal Financial Auditor / April 2019 – October 2020

- Substantiated financial transactions by auditing documents
- Prepared monthly reports based on the process and activities
- Guided staffs by coordinating activities and answering questions
- Reconciled department documents by collecting and analysing supporting information
- Secured financial information by completing database backups



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Education

- Bachelor's Degree in Commerce from Mahatma Gandhi University, Kerala
- AISSCE from Bharatiya Vidya Bhavan, Kerala under Central Board of Secondary Examination
- AISSE from Bharatiya Vidya Bhavan, Kerala under Central Board of Secondary Examination

Professional Experience

Trinity Mascot, Kerala, India

Accounts & HR Executive / December 2017 – February 2019

- Provided financial information to management by researching and analysing accounting data, preparing month-end and year-end closing reports
- Collaborated with executive team to overhaul onboarding processes, which improved product adoption rate
- Assisted HR manager with payroll processing
- Support audit team by summarized current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reconciliation of bank statement

Future Lifestyle, Kerala, India

Support Associate / June 2017 – December 2017

- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Resolve weekly customer inquiries via phone and email, consistently exceeding targets
- Pioneered development of improved system for following up with unsatisfied customers, reducing customer churn by a significant margin
- Proposed more efficient call script to reduce average customer handling time, which was well-received and implemented by management
- Achieved 97% average customer satisfaction rating to date, surpassing team goal by 12%
- Keep records of customer interactions, process customer accounts and file documents