



Nibu MB

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Professional Summary

Extensive and diverse accounting experience in accounts, asset accounting, creditcollections, cash application, month-end accounting close, general ledger analysis and month-end financial procedures and reporting.

Areas of expertise:

- General Ledger
- Cash Management
- Accounting Close
- Accounts Payable
- Bank Reconciliation
- Accounts Receivables Management
- Executive Reporting

Career Objective

To secure a challenging position in Accountancy Field where I can effectively contribute my Knowledge in financial domain and interpersonal skills to the growth of the organization which helps me to develop the managerial skills as well.

Professional Experience

Geovat Logistics - Kerala, India (Feb-2020 to Nov 2021)Role: Accountant

Had exposure to the following:

- Maintain day to day books of Accounts.
- Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors.
- Maintain Journal Entry Sale, Purchase and Expense Invoice.
- Inter Company Reconciliation.
- Preparing Salaries and wages.
- Handling Petty cash.
- Preparing Monthly Reports.
- Assisting Preparing Finalization.

SAA Transports - Kerala, India (Nov-2018 to Feb-2020)

Position: Accountant

Had exposure to the following:

- Recording of daily business transactions

- Banking and bank reconciliation
- Maintain Journal Entry, Purchase, Expense Invoice, Debit note and Credit note.
- Invoicing.
- Asset accounting
- Assisting payroll administration.
- Assisting in preparation of budget and forecast
- Petty cash handling

Academic Qualifications

Course	Year of Passing	Institute/University
Bachelor of Commerce	2018	CM College of Arts & Science, University of Calicut.
Plus Two	2015	Board of higher secondary, Kerala, India
SSLC	2013	Board of higher secondary, Kerala, India

Computer Skills

- Accounting Software:
Tally ERP 9 and Tally Prime
- MS office: Word and Excel
- Well versed with internet

Personal Assets

- Honest and Sincere
- Hard Working and Positive Thinking
- Equally capable of working alone or in a team and able to work under pressure
- Flexible to meet the requirements of any environment

Personal Details

Date of Birth : 19th January 1997

Marital Status : Single

Nationality : Indian

Languages : English, Malayalam and Tamil.

Passport Number : U9657885

Declaration

I do hereby confirm that the above furnished information is true and complete to the best of my knowledge and will prove myself if I get an opportunity to work in your prestigious organization.

Date: 03.12.2021

Nibu MB

Place: Ernakulam