



NITHIN MATHEW

Dubai

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Cocoona Day Surgical Centre LLC, Dubai UAE** 05/09/2022 - Till the Date
ACCOUNTANT ASSISTANT
 - Daily maintenance of accounting books and records.
 - Daily posting of journal entries of cash and accrual transactions and ensuring all transactions are recorded and documented in accordance with company policies.
 - Invoicing clients and managing A/R process.
 - Petty-cash management and reconciliation
 - Monthly reconciliation of general-ledger accounts; timely identification and resolution of the issues.
 - Filling Documents
 - Assisting the Finance team with financial statement preparation and monthly closing for all entities.
 - Assisting with quarterly VAT filing and ensuring compliance with GCC VAT framework.
 - Assisting with annual audits.
 - Assisting with various ad hoc reports for management.
 - Monitoring and creating controls and suggesting process improvements.
 - Any additional task assigned by the line manager.
- Kottayam Fashion Jewellery, Kottayam From January 2016 to July 2022** 01/01/2016 - 30/07/2022
ACCOUNTANT
 - Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
 - Submitting daily reports to higher managements. Preparing Statement of Accounts.
 - Provide training for subordinates.
 - Follow up with the customers and agents Assisting management in the decision making process.
 - Preparing payroll, Salary statements and employee payslip.
 - Offering guidance on cost reduction, revenue enhancement, and profit maximization.
 - Sales and Billing Clearing bills payment.
 - Providing information for agent queries.
 - Organizing and maintaining files and records as per company's policy.
 - Checking and Updating the stock on daily and monthly basis.
- M/s P. Sudhakaran Associates, Kottayam From January 2015 to December 2015** 15/1/2015 - 30/12/2015
ACCOUNTANT ASSISTANT
 - Recording accounts payable and & receivable.
 - Follow up with the customers and agents for clearing payments.
 - Providing information for client's queries.
- MGF Hyundai, Kottayam.** 01/05/2014 - 8/1/2015
SALES EXECUTIVE
 - Be knowledgeable about the product.
 - Contact new and existing customers to discuss needs.
 - Negotiate prices and terms and prepare sales agreements.
 - Coordinate sales effort with team members and other department.
 - Maintaining positive business relationships to ensure future sales.
 - Maintain contact lists and follow up with customers continuerelationships.
 - Present, promote and sell products/services using sold. arguments toexisting and prospective customers.
 - Identify prospective customers, lead generation and conversion.

Education

- **Grand College, M.G University, India** 2014
Bachelor of Commerce in specialization Co-operation
- **Mar Thomas HSS Kottayam** 2011
Higher Secondary Education
- **Vimalambilia Public School, Pampady Kottayam** 2009
Secondary Education

Skills

- Ms Office (Word, Excel, PowerPoint), Tally ERP9
- Sage50
- Networking (CCNA)
- Problem Solving

Languages

- English
- Tamil
- Hindi
- Malayalam

Personal Details

- Date of Birth : 27/08/1993
- Marital Status : Married
- Nationality : Indian
- Passport : M4970318
- Gender : Male
- Place : Dubai
- Visa status : Work Visa

Personal Strength

- Have pleasing personality and very good interpersonal skill.
- Willing to accept responsibilities analytical and focused to work.
- Sincere and hardworking mentality. Good presentation and excellent analytical acting speaking writing and communication skill.
- Can work efficiently in a group as well as individual.
- Enthusiastic Sales and Customer Service professional with expertise in communication and negotiating.
- Driven to provide superior quality customer service.

Declaration

- I do hereby declare that the above contents are correct and to best of my knowledge and belief.

NITHIN MATHEW