**NITHIN A M**

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**Mobile**: +91 9037 98 2524

Kerala, India

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**PROFILE**

* Total 5 + years experienced Accountant comfortable to work in a multicultural environment.
* Working as **Asst. Superintend Accounts & Admin** at Poabs Group P Ltd (Nov’17 to till date)
* 2.3 Years experience as **Executive-Accounts** at Aster DM Healthcare LLC, Dubai (June ’15 – Aug ‘17)
* 2.1 years of experience as **Sr. Accountant** at Lazza Ice Creams P LTD (March 2013 – March 2015)
* B.Com With Computer Application in Business from Mahatma Gandhi University, India.
* Computer proficient in Oracle, Mediware Systems, Tally ERP 9, MedSoft FA,Advanced Exel works.

**PROFESSIONAL EXPERIENCE**

**Asst. Superintend-Accounts & Admin – Poabs Estates P Ltd, Palakkad (Nov 2017 to till date)**

**Poabs Estates** form part of the Poabs Group, a diversified business group with interests in plantations, biotechnology, waste management, infrastructure and eco-tourism headquartered in Tiruvalla, Kerala, India. The combined estates of around 7,500 acres in the Nelliyampathy Hills and in the Central Travancore region makes Poabs Estates one of the large plantation companies in Kerala today.

**Job Profile:**

* Independently handling total administration of the office.
* Internal auditing team leader for ISO, HACCP and other certification correspondence.
* Financial Administration, Office Administration, Correspondence, HR Management, Stores Management, Transportation & Housekeeping, Estate Management
* Decision Making & Executing the Responsibilities Independently within the rules & regulations and reporting to the Management on all the issues by generating MIS Reports.
* Ensure compliance with statutes, rules and regulations
* Preparation and submission of various financial statements.
* Develop and recommend policies and procedures
* Bank Reconciliations.
* Cash flow preparation and reporting
* Auditing of books of accounts.
* Supporting management in dealing with queries from government agencies and entities regarding VAT, PF, ESI, Service Tax and Excise Duty

**Executive-Accounts – ASTER DM HEALTHCARE LLC, Dubai – UAE 2.3 Years (June 2015 to Aug 2017)**

**Aster DM Healthcare** From a single clinic to a performance-driven healthcare enterprise spread across 316 establishments in 9 countries and growing, Aster DM Healthcare has transitioned into being a growing network across the Middle East, India and Far East. Currently one of the largest and fastest growing conglomerates in the MENA region, Aster DM Healthcare covers the full spectrum of healthcare services. An expansive portfolio includes hospitals, clinic, Diagnostic Centre and retail pharmacies.

**Job Profile:**

* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Team Leader in Payables in ensuring resolving of issues with vendor related to invoices & payments.
* Various Bank Reconciliations.
* Summarizes current financial status by collecting information & preparing various reports.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Management of accounts receivables & payables.
* Recommends financial actions by analyzing accounting options.
* Inventory Control-by suggesting various inventory methods to achieve best result with full operational

Material safety and reducing internal wastage.

* Timely accounting of asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Maintains customer confidence and protects operations by keeping financial information confidential

**Sr. Accountant** – **Lazza Ice Cream P Ltd Duration – 2.1 Years (March 2013 to March 2015)**

**Lazza Ice Cream P Ltd** was founded in 1972 by Mr. M C John a retired senior bureaucrat in the Kerala government. The company is a pioneer in the ice cream industry in South India. The first factory was started in Kochi and today has over 28 factories spread across South India. The company has also started overseas operations in parts of Middle East and Africa.

**Job Profile:**

* Timely VAT returns, Excise Duty, ESI, PF, Service Tax return filing.
* Detection and evaluation of risks as well as opportunities regarding respective tax issues.
* Auditing of books of accounts.
* MIS preparation and other various reports as per the management.
* Supporting management in dealing with queries from government agencies and entities regarding VAT, PF, ESI, Service Tax and Excise Duty.
* Provision of advice on value added tax to the organization as well as ensuring the organization to be up-to-date on changes in tax legislations.
* Overall Admin support for the smooth functioning of the firm.
* Deliver a full range of tax services in compliance with laws and regulations within the deadlines set forth by the various tax jurisdictions.
* Preparation and submission of various financial statements.
* Management of accounts receivables & payables.
* Computerized accounting of invoices, vouchers, & other related documents.
* Management of cash transactions and balancing of accounts.
* Calculation of wages and other financial benefits of employees.
* Timely cash payments to suppliers and maintaining contacts.
* Monthly review meeting with immediate superior with regards to cash management & financial plans
* Management of cash transactions and balancing of accounts.
* Preparation of purchase orders and collection and verification of various quotations.
* Assist Team Leader Payables in supplier reconciliations and other reports preparation.

**ACADEMIC PROFILE:**

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| --- | --- | --- | --- | --- |
| **Qualification** | **University** | **Institution** | **Year** | **Percentage/grade** |
| Diploma in Accounts & Finance Manager | Tax Study Centre | 5 Soft Accounting | 2013 | A |
| B.Com with computer Application | Mahatma Gandhi University, Kerala, India | Nirmala College of Information & Technology | 2012 | 50% |

**PERSONAL PROFILE**

Nationality : Indian

Date of Birth : 14th August 1992

Sex : Male

Passport Number : K8013554

**DECLARATION**

I hereby declare that the above-furnished information is true to the best of my knowledge and belief.

**NITHIN A M**