

# PARVATHY V NAIR



## CONTACT

📍 Anchanickal (H) ,Mevada P.O,  
Pala, Kottayam

☎ 7034681427

✉ parvathyvair97@gmail.com

📅 13/01/1997

🌐 [www.linkedin.com/in/parvathyvenugopalnair](https://www.linkedin.com/in/parvathyvenugopalnair)

## SUMMARY

Experienced accountant with over 3 years of experience in reconciliation, financial analysis, and budgeting.

Skilled in SAP FICO, MM, QuickBooks, SAGE 50(Peachtree),financial software and excel. I am looking toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance, looking for suitable position as the next step in an already successful career.

## SKILLS

- Problem solving
- Team work
- Creativity
- Flexibility and Adaptability
- Leadership
- Data analysis
- Budgeting
- Communication

## LANGUAGE

- ✓ English
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil

## REFERENCE

- **M.G. RAMESH - Managing Director**  
Pan Pacific Engineering Services Pvt. Ltd

9447737700

## EXPERIENCE

### PAN PACIFIC ENGINEERING SERVICES PVT.LTD, EDAPPALY, ERNAKULAM

DEC 2020 - SEPT 2023

#### ACCOUNTS OFFICER

- Responsible for the preparation of accurate financial reports, including budgets, forecasts, and internal control systems.
- Maintained accurate financial records and reported financial Performance to management on a regular basis.
- Experienced in developing and maintaining positive relationships with clients and other key stakeholders.
- Preparation and filing of GST returns & Income tax returns.
- Processed staff payroll and other main aspects of financial transactions.
- Collected all receipts from employees, chasing missing information to minimise discrepancies.
- Managed assigned account portfolio, talking effective legal action in line with recovery procedures and relevant legislation.
- Kept accounting spreadsheets up to date with customer information, payments and other finances for organisational purposes.

### ACCOUNTANTS SERVICE SOCIETY, IRINJALAKUDA, THRISSUR

DEC 2019 - JUL 2020

#### ACCOUNTANT

- Managed accounts payable and accounts receivable processes.
- Reconciled bank accounts and general ledger accounts on monthly basis.
- Assisted in the preparation of financial statements and budgets.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Used Tally accounting software to perform bookkeeping, invoicing and bank reconciliations.

## EDUCATION

### M.Com (Finance)

Mahatha Gandhi University, Kottayam

2017-2019

### B.Com (Finance & Taxation)

Mahatha Gandhi University, Kottayam

2014-2017

### Higher Secondary School (Plus Two)

Kerala State Board

2012-2014

### Secondary School (10th)

Kerala State Board

2011-2012

## COURSES/CERTIFICATIONS

### Diploma In Material Management

### Diploma In Corporate Accounts and Management

#### SAP

FICO, MM, Business One

#### Tally. ERP 9

### Certificate In GST Training Program

### Certificate In Dubai/UAE/GCE VAT

#### CS Foundation

Completed CS Foundation Course Program, conducted by The Institute of Company Secretaries of India (ICSI)

## DECLARATION

I hereby solemnly declare the above-stated matters to be true and fair to best of my knowledge

• **A.R PADMAKUMAR - Director**  
Accountants Service Society

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