

Nithya KG ACCOUNTS GENERAL

ALI AL SHAIBA KATOOT 334-12A AL SATWA, DUBAI, POST BOX 65928
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gopinithya123@gmail.com

Nithya KG



Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

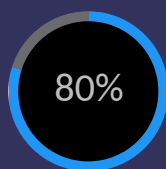
- Accounts Admin 2023 -
Live Stream Lines in UAE, Dubai
 - Management Accounting and Bank Reconciliations
 - Bookkeeping and posting all data in to Accounting software. Journal entry posting, preparing TB, P/L Account and balance sheet.
 - Vat Records and filling in FTA port.
 - Purchase and Sales invoice prepare.
 - Handling Bank vouchers for payment after review of Currency & payment due date; fixing vouchers, handling exceptions and responsible on E-i voice generations and it's payment.
 - Managing day to day cash collection and cash Application process and payment follow up.
 - Preparation of reports for monthly dashboard along with support documents of weekly report for management.
 - Cheque prepatation and cheque issues.
 - Handling different modes of payment like bank, check,electronic payments transfer.
 - Check the stock balance and Transfer of inventory.
 - Customer service
- Accounts Admin 2022 - 2023
MOUNTAINGATE REALTY in UAE Dubai
 - Management Accounting
 - Bookkeeping and posting all data in to Accounting software. Journal entry posting, preparing TB, P/L Account and balance sheet.Vat Records and filling in FTA port.
 - Purchase order and purchase invoice preparation. Sales and sales return invoice prepare.
 - Handling Bank vouchers for payment after review of Currency & payment due date; fixing vouchers, handling exceptions and responsible on E-i voice generations and it's payment.
 - Preparing of Cash Analysis and cash collection Report for monthly dashboard along with support documents of weekly report for management. Handling petty cash voucher.
 - Cheque prepatation and cheque issues.
 - Inventory Receipts and Write Offs.Filing and documenation.
 - Rent income calculating
 - Move requests form makeing.
 - Listing the property.
 - Customer service.
- ACCOUNTS GENERAL 2019 - 2022
BE. CONNECTED INTERNATIONAL GENERAL TRADING (BCI GROUP OF INVESTMENT COMPANIES) UAE DUBAI
 - Management Accounting
 - Bookkeeping and posting all data in to Accounting software. Journal entry posting, preparing TB, P/L Account and balance sheet
 - Purchase order and purchase invoice, Sales and sales return invoice prepare.
 - Handling Bank vouchers for payment after review of Currency & payment due date; fixing vouchers, handling exceptions and responsible on E-i voice generations and it's payment.
 - Preparing of Daily Cash Analysis and cash collection Report.
 - Preparation of reports for monthly dashboard along with support documents of weekly report for management.

- Filing and documentation.
 - Cheque preparation and cheque issues.
 - Inventory Receipts and Write Offs.
 - Managing day today day cash collection and cash Application process follow up.
 - Handling different modes of payment like bank, check,electronic payments transfer.
 - Refund and Void the transaction in Zenoti Software.
 - Customer service.
- ACCOUNTANT ADIKARA PVT. LTD. in Kerala, INDIA 2018 - 2020
 - Journal entry posting, preparing TB, P/L Account and balance sheet.Bookkeeping and update all data in to Accountingsoftware. Purchase order and, purchase invoice preparation
 - Handling Bank vouchers for payment after review of Currency & payment due date; fixing vouchers, handling exceptions and responsible on E-i voice generations and it's payment.
 - Dealing with reconciliation of Creditors (vendor) balances with people soft application reports on a daily basis.
 - Checking of payment terms, insurance & bank payment, debit authorization if any,etc
 - Preparing of Daily Cash Analysis Report. Preparation of reports for monthly dashboard along with support documents of weekly report for management.
 - Managing day to day Cash Application process and payment follow ups.
 - Handling different modes of payment like bank,check, electronic payments and intercompany transfers.
 - Handling petty cash voucher and Preparation of salary statement.
 - KITEX GARMENTS in Kerala, INDIA 2014 - 2015

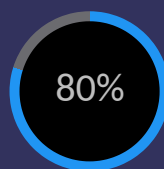
Education

- INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)
DIPLOMA IN MASTER OF INTERNATIONAL BUSINESS OPERATIONS
- INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)
MASTER OF COMMERCE
- GLOBAL ACCREDITATION
DIPLOMA IN MASTER OF FINANCIAL ACCOUNTING
- CALICUT UNIVERSITY , ST.THERES COLLEGE CALICUT UNIVERSITY , ST.THERES COLLEGE
BACHELOR OF COMMERCE WITH CO-OPERATION
- INDO-US IT EDUCATION
DIPLOMA IN INTERIORS AND EXTERIOR DESIGN
- KERALA STATE TECHNICAL EDUCATION
DIPLOMA IN TEXTILE TECHNOLOGY
- KERALA STATE HIGHER SECONDARY
COMMERCE WITH COMPUTER APPLICATIONS

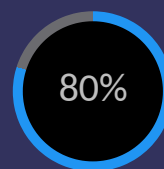
Skills



First Bit ERP



ZOHO BOOKS



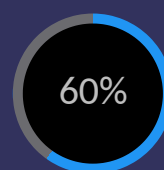
Tally



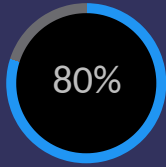
QuickBooks



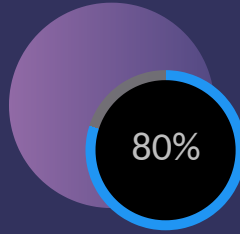
Peach Tree



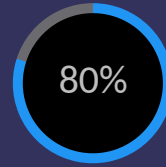
Odo



Zenoti



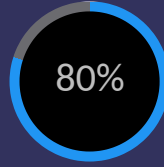
Telr



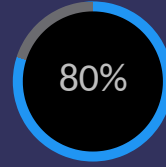
Ms Office & Outlook



Excel



Internet Applications



Auto Card



Adobe Photoshop

Languages

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

Personal Details

- Date of Birth : 18/02/1994
- Marital Status : SINGLE
- Nationality : INDIAN (KERALA)
- Gender : Female
- PASSPORT : S8995061
- VISA STATUS : Visit Visa