





Personal Info

 Kingdom of Bahrain

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NIMMY DENNY

Accountant

Warm greetings!

It is with great interest that I am applying for the post of Accountant in your esteemed organization. My knowledge and education serve me well for this role. I feel my skills and experience would be a great benefit to your organization.

During my previous role as a Staff Accountant at Accurate Business Process Outsourcing in India (Back office of Mazars Botswana), I accurately maintained multiple ledgers within QuickBooks while self-managing multiple projects and learning new concepts regularly under deadlines. I was responsible for compiling the company's financial statements for the purposes of providing it to the auditor. I acted as the liaison between the accounting department and the audit team.

I have also worked in several customer service roles over the years prior to receiving my post-secondary education, allowing me to develop excellent communication and conflict resolution skills. I am proficient in accounting software including, but not limited to, MS Excel, Word, Quick Book, and various other tax and accounting software.

Having worked in many teams and as a people-oriented person, I am very enthusiastic about the possibility to work with a diverse team while managing sole responsibilities as an Accountant. I take pride in my work and strive to maintain a friendly and professional manner at all times. I welcome the opportunity discuss how my qualifications would be an asset to your firm's continued success. My resume is enclosed for your reference.

Sincerely,

Nimmy Denny



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Skills

- Decision making
- Team Player
- Communication
- Quick learner
- Strong attention to detail and accuracy
- Adaptability with workplace & Multi tasking

Education

- Master of Commerce - Finance, Indira Gandhi National Open University. (Exams Completed & Waiting For The Result)
- Bachelor of Commerce - Finance, University of Calicut (2013 – 2016)

Computer Proficiency:

- MS Office (Word, Excel)
- Tally ERP 9
- Quickbook
- Master Diploma In Computerized Accounting

Languages

English	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hindi	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Malayalam	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tamil	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Personal Profile

Name :- Nimmy Denny
Sex :- Female
Date Of Birth :- 01-10-1995
Nationality :- Indian
Marital Status :- Married
Name Of Spouse :- Justin Varghese
(Working in Bahrain)

Passport Number:- V5727258

Summary

A self-motivated, dedicated and result oriented commerce graduate having excellent knowledge of accounting related concepts, over 5 years in accounting section with well versed in accounting software's, seeking an opportunity in this challenging world. I foresee myself as an effective contributor to my organization in its endeavor success. I possesses the interest, capacity, and motivation to play an effective role in the organization I work for.

Experience

Accountant - 2018 to 2022

Accurate Business Process Outsourcing (India) - Back office of Mazars Botswana

- Preparation of consolidated financial statements and forecasting the cash flow positions.
- Examine the accuracy of accounts receivable and payable ledger.
- Coordinated with client's staff with the preparation of monthly and yearly closing including annual reports.
- Ensure the reported information are complied with GAAP
- Reviewing books of accounts of our various clients in Botswana that operate in different sectors of the economy.
- Reconciling bank statements, maintaining general ledger and preparing month end closing procedure.

(Reference- Mr. Anoop Narayanan, Manager, +91 9946372218)

Assistant Accountant – 2016 to 2017

Mathruka NBFC Pvt Ltd, Kerala , India

- Support and clear to customer Loan process ,Preparation of monthly interest calculations.
- Documentation& record of loan customers.
- To process daily invoice , that is to their supporting authorizations and receiving records.
- Generated financial report for senior accountant to review and follow up to the cases, Prepare reconciliations of Bank statement , Account payable and Account receivable ,To check accuracy of accounts allocations.
- Handle cash and petty cash accounts, audit petty cash bills and expenses accounts. Preparation and presentation of monthly & quarterly financial statements..

(Reference- Mr. Joy G.J, Manager, +91 9847476551)

Declaration

I hereby admit that all the information given above is true to my knowledge. All the documents required for the authenticity will be provided on demand.

Date:-

Nimmy Denny