



VISAKH V NAIR

Accountant

✉ visakhvair903@gmail.com

☎ +973 66379773

CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EDUCATIONAL QUALIFICATION

- **MBA Finance and Marketing** from **University of Kerala** Thiruvananthapuram, India in 2017 with 72.52%
- **BBA** from **University of Kerala** Thiruvananthapuram, India in 2015 with 75%

WORK EXPERIENCE

- **Pet Arabia Co. WLL / Park Point WLL**, Unisono Tower, Sanabis, Bahrain:
October 2019 - Present

Accountant

- Full responsibility for monthly reconciliation and management of internal accounts.
- Entering financial information into appropriate software programs.
- Preparing financial documents such as invoices, bills
- Verifying and reviewing the daily sales report.
- Managing payroll
- Contact clients as needed to ensure payment of outstanding invoices.
- Reporting on debtors and creditors.
- Assisting with VAT preparation and auditing.

- **Unimoni Financial Services Ltd**, Kerala, India (formerly UAE Exchange & Financial Services Ltd.): May 2017- October 2019

Junior Accountant

- Recording day to day financial transactions.
- Assisted all financial matters to Chief Accountant.
- Maintain and keep all accounting documents and records.
- Coordinating internal and external audits.
- Posting daily receipts and payments.
- Perform reconciliations.
- Preparing daily, weekly, and monthly reports for Senior Manager.

SKILLS

- Self-motive and a good team player.
- Problem solving and analytical skills.
- Strategic thinking and planning abilities
- Interpersonal and communication skills
- Quantitative skills
- Strong listening skills

Technical Skills/ Computer Proficiency

- Microsoft word, Outlook, and Excel
- PowerPoint and Spreadsheets
- Accounting software (Tally and Oodo)

PERSONAL INFORMATION

- | | |
|--------------------|---|
| 1. Date of Birth | : 13-08-1994 |
| 2. Gender | : Male |
| 3. Father's Name | : Vijayakumar Nair |
| 4. Mother's Name | : Sreekala N |
| 5. Languages Known | : English, Malayalam, Hindi. |
| 6. Address | : Flat 36, Building 161, Road 0705, Block 0307
Capital Governorate Bahrain |

REFERENCE

- Mr. Badrinath, Human Resource Manager, Pet Arabia Co W.L.L, Manama, Kingdom of Bahrain. **Mob No:**00973 39660237
- Mr. Santhosh Unnithan, Regional Head F&T, UNIMONI Financial services ltd. Thiruvalla, Kerala, India, **Mob No:** +91 9539850509

DECLARATION

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

Date:

VISAKH V NAIR

Place: Bahrain