



**NAIR SARATH KRISHNAKUMAR**

### CONTACT



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Dwaraka, Pallipetta House,  
Thiruvilwamala, Thrissur  
District, Kerala, 680 588

### PERSONAL DETAILS

- **Date of Birth:** 22.04.1997
- **Mothers Name:** Janaki K Nair
- **Fathers Name:** Krishnakumar P
- **Nationality :** Indian
- **Gender:** Male
- **Marital Status:** Unmarried

### TECHNICAL SKILLS

- Auditing
- Taxation
- Accounting & Bookkeeping
- Reconciliations
- Microsoft Excel, Microsoft Word & Microsoft Powerpoint
- Winman CA ERP
- Tally ERP 9 & Tally ERP Prime
- Information Technology

### SUMMARY

Experienced Accounts & Finance professional with excellent analytical skills and result driven attitude. Having proven track record in Financial management, Financial reporting, Auditing and Taxation. Seeking a challenging career in an organization which recognizes the value of hard work and where my knowledge and skills can be leveraged for the attainment of organizational objectives and trusts me with responsibilities and challenges

### EXPERIENCE

#### **JITHIN & CO. CHARTERED ACCOUNTANTS**

**Tenure:** June 2019 – May 2022

**Position:** Audit / Article Assistant

#### **Major Areas of work as Audit / Article Assistant**

- Statutory Tax Audits of Various Manufacturing, Trading & Service Concerns.
- Statutory Company Audits of Unlisted Companies.
- Preparation and Filing of Income Tax Returns.
- Preparation of reconciliations.
- Preparation of Books of Accounts & Bookkeeping.
- Preparation of Project Reports, Provisional & Projected Financials for various clients.
- Preparation of Net worth Certificates & other Certificates which requires Chartered Accountant Certification.
- Preparation of Workings & Filings of TDS and Advance Tax Returns.
- Statutory Branch Audit of Union Bank of India, Dhanlaxmi Bank Ltd. & Canara Bank.
- Half Yearly Statutory Branch Audit of CSB Bank Limited.
- Concurrent Branch Audit of Canara Bank & Federal Bank.
- Special Branch Audit of South Indian Bank.

#### **WISDOM BRIDGE MANAGEMENT CONSULTANTS**

**Tenure:** April 2018 – March 2019

**Position:** Sr. Accountant

#### **Major Areas of work as Sr. Accountant**

- Preparation of Books of Accounts.
- Preparation and Submission of periodic GST returns.
- Posting various entries in Tally ERP 9.
- Ensure daily routine transactions.
- Reconciliation of Accounts Receivable & Payable.
- Bank Reconciliation Statements.
- Processing invoice against payments.

SOFT SKILLS	EDUCATION
<ul style="list-style-type: none"> <li>➤ Data Analysis</li> <li>➤ Investigative &amp; Auditing Skills</li> <li>➤ Communications &amp; Relation Building</li> <li>➤ Multitasking</li> <li>➤ Team Work &amp; Team Leadership</li> <li>➤ Attention To Detail</li> <li>➤ Adaptability</li> <li>➤ Work Ethic</li> <li>➤ Interpersonal Skills</li> <li>➤ Initiative Driven</li> <li>➤ Prioritizing</li> </ul>	<ul style="list-style-type: none"> <li>✚ <b><u>Pursuing Chartered Accountant (Intermediate Level) - Present</u></b> From Institute of Chartered Accountants of India</li> <li>✚ <b><u>Master of Commerce in Finance (Result Awaiting) - Present</u></b> From Bharathiar University (Distance Education)</li> <li>✚ <b><u>Bachelor of Commerce in Finance – Graduated in 2018</u></b> From Mount Seena College of Arts &amp; Science, Palakkad, Kerala Affiliated to University of Calicut</li> <li>✚ <b><u>Higher Secondary – Completed in 2015</u></b> From Prabhat Scholar Academy, Dadra &amp; Nagar Haveli (UT.) Affiliated to Gujarat Secondary &amp; Higher Secondary Education Board</li> <li>✚ <b><u>Matriculation – Completed in 2013</u></b> From Prabhat Scholar Academy, Dadra &amp; Nagar Haveli (UT.) Affiliated to Gujarat Secondary &amp; Higher Secondary Education Board</li> </ul>
LANGUAGE PROFICIENCY	ACHIEVEMENTS & AWARDS
<ul style="list-style-type: none"> <li>➤ English - Professional</li> <li>➤ Hindi - Professional</li> <li>➤ Malayalam - Native</li> <li>➤ Gujarati - Intermediate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certification from Google in The Fundamentals of Digital Marketing</li> <li>➤ Certification from Kerala State Rutronix in Professional Diploma in Computerised Financial Accounting</li> <li>➤ Certifications from Great Learning in: <ul style="list-style-type: none"> <li>• Excel for Beginners</li> <li>• Excel for Intermediate</li> <li>• Introduction in Information Technology</li> <li>• Data Science Foundation</li> </ul> </li> <li>➤ Certifications in Integrated Course on Information Technology and Soft Skills from Institute of Chartered Accountants of India in: <ul style="list-style-type: none"> <li>• Information Technology Training (ITT)</li> <li>• Orientation Course (OC)</li> </ul> </li> </ul>
	REFERENCE
	<ul style="list-style-type: none"> <li>✚ <b>CA. Jithin Ashok E</b> (Proprietor of Jithin &amp; Co. Chartered Accountants, Thrissur, Kerala) Contact: +91 8089122180 E-Mail: cajithinashok@gmail.com</li> <li>✚ <b>CA. Anoop V Francis</b> (Proprietor of AVF &amp; Associates, Chartered Accountant, Thrissur, Kerala) Contact: +91 9895551922 E-Mail: anoopvfrancis@gmail.com</li> </ul>
	DECLARATION
	<p>If I'm given an opportunity to work in your esteemed organization, I shall assure you to be fully satisfied in my schedule. I hereby declare that the information furnished above is true to the best of my knowledge &amp; belief.</p>