

RESUME

NITHIN S POOJARY

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CAREER OBJECTIVE:

Seeking position in Finance and Accounts to utilize my skills and abilities in an industry that offers professional growth while being resourceful to the organization.

PROFILE

- **A dynamic profession with 5 years of experience in Finance and Accounts stream**
- **Areas of Expertise**
 - Experience in Tally ERP (Accounting Software).
 - Experience Zoho Books (Accounting Software)
 - ERP, Travel Dynamics, Microsoft NAV 2016 (Accounting Software).
 - Experience in Winman (E-TDS tool).
 - Experience in Excel and MS word.

PROFESSIONAL EXPERIENCE

1)Organization: M/s Spherebox Infra Private Limited (15th June 2021 to till date)

WORK PROFILE:

- Accounts Payables: Interaction with the vendors, follow up on regular bills and payment to the vendors.
- Accounts Receivables: Raising invoice to the parent company and reconciliation of receipts.
- Audit: Providing required Financial Year documents to Internal and statutory audits, Financials, Expenses schedules and other statutory reports.
- Periodical Legal and Statutory Compliances:
 - ✓ Withholding tax (TDS) Payment and filing of return.
 - ✓ Computation & remittance of Advance Tax.
 - ✓ Professional Tax payment & filing annually & monthly.
 - ✓ Monthly GST filing (GSTR-3B, GSTR-1)
 - ✓ Preparation of Bank reconciliation Statement.
 - ✓ Filling of Form ADT 1, ADT 3, DIR 12,
 - ✓ Computation of Income tax & ITR filing.

2)Organization: M/s Riya Travels & Tours Pvt-Ltd (12th December 2017 to 31st May 2021).

**Job Profile:- Working as an Marine Accounts Officer Finance & Accounts,
(Credit Controller & Accounts Receivables and Payables)**

- ✓ Reporting To:-Sr. Manager – Corporate Office Andheri
- ✓ Working on ERP system[Microsoft Dynamic Navigation 2013]
- ✓ Handling corporate accounts,(monthly average Amount rs.10.cr)
- ✓ Resolving queries of clients,
- ✓ Dealing with corporate clients
- ✓ Handling petty cash, cheque and other office administrative work.
- ✓ Manual swiping, making & correcting invoices,
- ✓ Payments follow up, reconciliation,
- ✓ Solving dispute, handling B2B&B2C accounts,
- ✓ Making a submission as per corporate requirements, (weekly, fortnightly
As well monthly within limited time)
- ✓ Knocking off clients payments.
- ✓ Preparing & Maintaing outstanding report and MIS as per client requirement.

3)Organization: SADP & CO.(01st February 2017 to 11th December 2017)

Job Profile:Audit/Accounts Executive

- ✓ ITR Filing (Income Tax return filing) of Individual
- ✓ Maintaining accounts relating to charitable trust and preparing Profit and Loss A/C, Balance sheet And forming ITR of Trust
- ✓ Stock Audit of Company
- ✓ Tax Filing of garments and business on the name of his proprietor by going through Bank accounts and the last year information and preparing current year Profit & loss A/C, Balance sheet and proprietor capital Accounts
- ✓ VAT returning Filing (By using company purchase and sales Detail)

My Assets.

- Quick and fast learner
- Good team player
- Complete dedication at work and result oriented.
- Believe and work with technology to get work done faster
- Deep understanding of assigned work & maintain good relationships with clients, customer and colleagues as well.
- Willingness to learn, prosper and deliver.
- Time Management, Maintaining to do list, Timesheet on daily basis

Academic Qualification

Degree	Institute	Board/University	Year of Passing	%marks/SGPA
B.Com	Mangalore University.	Mangalore University.	2016	60.83%
P.U.C	Saint. Mary's Syrian Pre University College	Pre-University Education Board, Karnataka.	2013	78.83%
S.S.L.C	SMS English Medium High School	Secondary Education Board, Karnataka.	2011	75.84%

Personal Details

Name	Nithin S Poojary.
Father's Name	Sadhashiva Poojary.
Gender	Male.
Date Of Birth	25 th Apr 1996.
Languages known	English, Hindi, Kannada, Marathi.
Nationality	Indian.
Passport No	P7330032
Date of Expiry	19 th July 2027.
PAN	DHVPP6282C.
Aadhaar No	9743 0260 1526.
Permanent Address	Guddabettu, Varamballi Village, Brahmavara, Udupi, Karnataka -576213.

Declaration

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place: Bangalore

Nithin S Poojary