**CURRICULUM VITAE**

**PRADEEP**

**PRADEEP.320589@2freemail.com**

**CAREER OBJECTIVE**

**To be future oriented, market driven and committed to continuous improvement by putting in hard work & learning new skills and putting the knowledge and skills so acquired into continuous practice thereby aligning achievement of overall organizational objective with significant personal value addition and career prospects.**

**Key Skills:**

**Total 5 years of professional**

**Experience in implementation of systematic working environment and controls across organization**

**Strong accounting knowledge & background and working experience in different ERP packages Excellent communication, analytical, and interpersonal skills**

**Efficient team player and goal oriented**

**Enthusiastic, versatile, problem solver, juggles multiple tasks, responds creatively and quickly with conventional or unconventional solutions**

**Able to gather and analyze a wide range of complex information using logical reasoning and innovative solutions to problems**

**Able to work under pressure**

**MIS, Budgeting, Financial Analysis, Variance Analysis, Auditing, Finalization of Accounts and Accounting standards.**

**Valid UAE Driving License.**

**EXPERIENCE PROFILE**

**CHRYSELS DIGITAL ADVERTISING LLC, DUBAI, UAE.**

**April-2011- Till the date**

**Position** **: Accountant General**

**Responsibilities & Duties:**

**Posting Material and service invoices and matching with Goods receipt note Preparing Monthly Purchase summary/Sales Summary**

**Analysis supplier Payables and reconcile with supplier statements on Monthly basis**

**Using Payments Instruments Cash, Cheque, Trust receipt, Telegraphic transfer , Letter of credit and Collection documents for settle supplier payments**

**Analyzing receivables, reconcile and follow up for collection Prepare debit Voucher, Credit voucher and Journal Vouchers.**

**Ensure that bank accounts are sufficiently funded on a daily basis and arrange for funding in case of insufficiency.**

**Monthly Bank reconciliation and make month end entries.**

**Preparing different types of Guarantees based on customer requirements and LPO.**

**Preparing monthly cash flow statements / Expense Schedules/ Bank Utilization Summary And Guarantee Summary.**

**Ensure reconciliation of all general ledgers and make sure entries are properly allocated. Booking accruals and reverse once the actual generate**

**Coordinate for Foreign purchases and allocate clearing expenses on proper General ledger. Arranging insurance for Foreign purchases if insurance cover is on customer responsibility. Monitoring and booking foreign currencies as Spot and Forward Cover.**

**Handling petty cash expense and monitor daily expenses are allocated on proper GL. Proper stock checking Physical with System.**

**Monitoring purchases and Quotations /Verifying and approving purchase order based on the Requirements.**

**Supplier, Customer and Item master creation and Maintenance.**

**COMPUTER AWARENESS:**

**Financial Applications: Tally ERP 9.0**

**Microsoft Word, Excel, PowerPoint, Outlook Express etc.**

**UAE DRIVING LICENSE**

**Light vehicle (Automatic)**

**Place of Issue** **: Dubai , UAE.**

**LANGUAGE KNOWN**

**English,**

**Hindi,**

**Malayalam**

**EDUCATIONAL QUALIFIACTION**

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| --- | --- | --- | --- | --- |
| **Course** |  | **University / Board** | **Year** |  |
|  |  |  |  |  |
| **B.com** |  | **Nehru Arts and Science College, Kanhangad (Kannur** | **2009** |  |
|  | **University)** |  |
|  |  |  |  |
| **Plus Two** |  | **Udma H.S.S (Govt. of Kerala)** | **2006** |  |
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**DECLARATION**

**I declare that the information given above is true to the best of my knowledge.**

**Place: DUBAI** **PRADEEP**

**Date:**