**PRAVEEN**

E-Mail: **PRAVEEN.334469@2freemail.com**

## Career Objective

To be the part of an organization that would provide me with an opportunity to apply my knowledge and skills and also the part of a team that would work dynamically towards the growth of the organization.

## Work Experience And Job Responsibilities

* Worked with K R ASSOCIATES from February 2013 To June 2014
* Worked with IRS COMPUTERS from August 2014 To November 2016

**Responsibilities Handled :-**

* Recording daily transactions thorough journal entries , Petty cash settlement
* Manual book keeping, Sales , Students counseling

## Qualifications: (Professional And Academic)

* B Com (Calicut University , Kerala-India)
* Plus Two Commerce (Kerala State Board, Kerala-India)
* SSLC (Kerala State Board, Kerala-India)
* MDIFA(Accounts Zone)

## Computer Skills

* Tally , MS Excel

## Personal Details

* Date of Birth : 18.06.1989
* Marital Status : Single
* Languages Known : English,Hindi,Malayalam,Tamil
* Visa Status : Visit visa (Duration 3 months), Expiry date:2-3-2017

## References

Furnished Upon Request

## Declaration

Finally, I certify that the statements inside this C.V. are true & accurate, I Hope to be a member of Your Team