

**PINCHU**

**PINCHU.362339@2freemail.com**

***ADDITIONAL***

***QUALIFICATION***

* Computer knowledge

Microsoft officeAdobe photoshopSage 50 (peach tree)

* Technical qualification System Asembling Software Installation Netwoking(Lan)

**3 Year Gulf experience As Assistant Accountant with UAE Driving License**

***Post Applied: Accountant , Administration***



***CAREER OBJECTIVE***

**To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.**

***EXPERIENTIAL LEARNING (SAGE 50 , MS OFFICE & ORGANIZATIONAL STUDY)***

CAREER HISTORY

**Company Name** : Arabian Printingand AdvertisingFzLLc

**JOB RESPONSIBILITIES AT ARABIAN(2013-2016)**

**Assist Senior accountant for salary Disbursement and Related items.**

**Recording Transactions in sage 50 ( peach tree)**

**Manage Petty Cash Account.**

**Process Accounts Payable Paper Work at Completion of the Cheque run.**

**Take care the fund inflow and outflow at the bank account.**

**Analyzing Recievables and making expected fund inflow report.**

**Follow up the clients for the outstanding Receivables.**

**Reconciliation of the banks statements , ledger accounts .**



**Accounting Softwares**

|  |  |
| --- | --- |
| **Sage 50** | **92** |
| **Tally** | **94** |

PERSONAL DETAILS:

NAME :PINCHURAJ E

DATE OF BIRTH :23/05/1989

SEX :MALE

NATIONALITY :INDIAN

MARITAL STATUS:SINGLE

**Company Name** :

MUTHOOT BANK PVT LTD, INDIA(2011-2013)

As STAFF ACCOUNTANT

As CASHIER



Education



BHARATHIYAR UNIVERCITY

 MBA*(in progress),*

UNIVERCITY OF CALICUT

* Bachelor of commerce
* Higher secondary education
* SSLC

PROFESSIONAL SUMMARY

3 Year of work experience involving sales accounting, sales reconciliation, debtors Reconciliation, bank Reconciliation, monitoring invoice receipts

Working Knowledge in Peachtree and Microsoft excel

Acomplished and result oriented with an ability to manage change with ease

* Ability to rapidly build good relationship
* Confident and determined
* Ability to cope up with different situations
* Dedicated and Enthusiastic
* Team handling skill

**DECLARATION**

1. hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date: