

**Mr. Praveen**

**Dubai, UAE**

**E-Mail:** **Praveen.370717@2freemail.com**

###### **Job Objective**

Seeking a career with a progressive organization where I can utilize my skills,knowledge and experience in management operations especially in accounting or administration in a challenging role that allows for advancement and growth.

###### **Professional Profile**

Accounts professional with 6+ years combined experience of General Accounting.Currently working with **CAPITAL GROUP** - **Jamaica Blue LLC** as an Accountant having Knowledge in software’s like **TALLY ERP 9, CRUXMS, RETAL PRO** and an expert user of **Microsoft Excel**.Previously worked withone of the leading **HEALTH CAREGROUP- LIFE HEALTHCARE GROUP** – **LIFE PHARMACY**in Dubai.My professional expertise along with my educational background makes me an excellent team player in a challenging working environment. I am pro-active and result oriented professional.

###### **Professional Experience – 5 years**

**CAPITAL GROUP - JAMAICA BLUE LLC, Dubai since 3rdMay 2015to till date.**

One of the growing F&B Company in UAE, winner of **Super Brand UAE’s Choice award 2016**, having 12 outletsall over UAE, and is on the way of expansion.

**Designation: Accountant**

Responsible for whole accounting activities of the entire retail outlets using **TALLY ERP.9 & CRUXMS,** working together with a 10 member team and reporting to the Chief Accountant.

**Current Job Profile includes:**

* **Preparing daily revenue reports**
* **Preparing MIS**
* **Budget preparation and variance analysis**
* **Projection of fund requirement**
* **Managing payables and receivables**
* **Preparation of Bank Reconciliation Statements**
* **Valuation of closing stock**
* **HR Related works**
* **Assisting to Prepare & verify periodic trial balance, profit & loss statements & monthly closing &cost accounting reports.**
* **Ability to execute all aspects of financial accounting functions such as Financial Statements, General Ledger, Credit Control, Payroll,and Financial Report.**

**LIFE HEALTHCARE GROUP (LIFE PHARMACY), Dubai,since 2nd April 2013 to 30th April 2015.**

Holding the No.1 position in Healthcare Retail Sector for Most Admired Retail & Best Customer Care Service (Winner of **Retail ME 2014 Award for Most Admired Retailer of the year 2014**& Winner of **DSF 2010. Best Customer Care Service Award**) and having more than 100 retail units all over U.A.E, and is on the path of expansion.

**Designation: Accountant (Payable and Receivables)**

Responsible for whole accounting activities ofthe entire retail outlets using **TALLY ERP.9,** working together with a 10 memberteam and reporting to the Chief Accountant.

**Job Profileincludes:**

* **Payable and Receivables**
* **Accounting and Verification**of **daily Sales & Purchase** from the Retail outlets
* **Monitoring Credit Sales** and Collection of aged Outstanding’s from Debtors on time
* Preparation of **Daily MIS Reports** in Microsoft Excel
* Assessment of Target Achievements by the Retail Supervisors as per the fixed Budgets
* Preparation of **Petty Cash Statements**& Reimbursement of the same
* Verification &**Reconciliation of Daily Cash Deposits** from the Outlets
* Preparation of **Bank Reconciliation Statements**
* **Monitoring Stock Take** in the Pharmacies
* Assist with Preparation of **Payroll** and Salary uploading to Bank Accounts through WPS
* **Payment Processing & Issuing Cheques** to Suppliers as per the agreed credit period
* Other General Payments.
* Preparation of **Fixed Assets Register**&**Cheque Issue Register**
* **Preparation and consolidation of financial statements**
* Implementation & monitoring of accounts **procedures & policies** on all outlets (100+pharmacies).

**Vidya & Co Chartered Accountants, Mumbai. Since 1STAUGUST 2010 to 31STOCTOBER 2012.**

* Filed Individual IT Returns.
* Handled Accounting matters of sole proprietors.
* Done Accounting Entries in PepsiCo India Holdings Pvt Ltd (SAMNA ERP).
* Done Accounting Entries in Hoya Lence India Pvt Ltd.(Microsoft Navision ERP)
* Done Stock Audit of PepsiCo plant.
* Done Stock Audit of Hoya Lence India Pvt Ltd.
* Done Physical Assets verification of Pepsico plant.
* Done Physical Assets verification of Hoya Lence India Pvt Ltd.
* Worked as Market Auditor in Pepsico India Holdings Pvt Ltd.

**Accounts:**

* Keeping track of Income Expenses.
* Passing of Accounting Entries.
* Preparation of Bank Reconciliation Statement (BRS)

**Taxation :**

* Computing & Preparing VAT, CST & Service Tax Returns.
* Preparation of VAT, CST & Service Tax Challans.
* Preparation of TDS Return (Form 26Q).
* Computing & Preparing Income Tax Return.

###### **Academic Qualifications**

* 2009-10 Graduation Diploma in Business Administration (GDBA),

(National Institute of Management Mangalore) Secured 75% with ‘A’ Grade.

* 2006-07 H.S.C. from S.M.S P.U College Brahmavar Udupi.

(Karnataka P.U Board) Secured 67% with First Class.

* 2004-05 S.S.L.C. from SMS High School Brahmavar Udupi. Secured 63% with First Class.

###### **Professional Trainings**

* Computer Literate windows based application software, MS-Word,Ms-Powerpoint,MS-Excel,MS-outlook,typing speed of 40-50 wpm)
* Certificate holder in **Tally (9.0)**.

###### **Key Skills**

 1 Ability to prepare routine administrative paper works.

 2 Ability to record maintenance and account balancing.

 3 Excellent inter personal communication.

 4 Have good organizational and analytical skills.

 5 Proficient **with MS. Office and latest Windows OS.**

 6 Ability to learn and change according to the demands of the job.

 7 Ability to work as part of a team under Pressure.

###### **Personal Profile**

**Age : 26Years**

**Date of Birth : 31-05-1990**

**Marital Status : Single**

**Nationality : Indian**

**Religion : Roman Catholic**

**Languages Known : English, Hindi, Kannada, Konkani and Tulu**

**Date of Issue : 29/08/2011**

**Date of Expiry : 28/08/2021**

**Place of issue : Mangalore**

**Visa Expiry : 15/06/2018**

###### **Declaration**

**I hereby declare that the above-furnished details are true to the best of my knowledge**

**Place : Praveen**

**Date :**