**PREJIN**

**MY STRENGTHS**

* Smart working
* Good analytical ability
* Capability to complete a given work without giving up
* Time management

**CONTACT**

Email : [prejin.371849@2freemail.com](mailto:prejin.371849@2freemail.com)

**PERSONAL DATA**

Name : Prejin

Sex : Male

Father’s Name : M.T. Thomas

Age : 25

Date of Birth : 22 /07/1992

Nationality : Indian

Marital Status : Single

Religion : Christian

Hobbies : Listening to music, Web surfing, Learning something new, Reading books, Travelling.

Sports : Badminton, Football, Cricket

Language : English, Hindi, Malayalam, Tamil, Kannada

Visa Type : Visting

**OBJECTIVE**

I desire to work in a competitive environment and execute challenging assignment to the best of my abilities. This opportunity will enable me to leverage my skills & abilities to the fullest &enhance them. I believe that growth of the both organization & their personnel have a direct relationship with each other.

**ACADEMIC QUALIFICATIONS**

* B.COM , Bangalore University, in Indian Academy, Bangalore, 2015
* Plus two in Indo Asian Academy, Bangalore, 2012
* Tenth in Kailary Nilayam High School, Bangalore, 2010

**TECHNICAL SKILLS**

* Tally 09
* Microsoft Office(Strong Excel Skills)
* Operating System: Windows 7, 8, 8.1 & 10.

**PROFESSIONAL EXPERIENCE (2 Years)**

**Sales Executive (Senior Sales Executive) in City Wheels PVT**

Company Name: City Wheels PVT, Bangalore, India

Designation: Senior Sales Executive & Accountant

Duration: 2 Years (From 4th September 2015 to 20th June 2017)

**Job Description**

• Accounts receivable job in corporate client accounts.

• Billing and invoicing of transactions, Generating statements.

• Posts client payments by recording cash, cheque, and credit card transactions.

• Updates receivables by totalling unpaid invoices.

• Maintains records by microfilming invoices, debits, and credits.

• Resolves collections by examining customer payment plans, payment history,

Coordinating, contact with collections department.

• Summarizes receivables by maintaining invoice accounts; coordinating monthly

Transfer to accounts receivable account; verifying totals; preparing report.

• Verifying Daily Sales Report, Preparation of MIS reports and daily collection report.

• Helping the internal auditing team at the time of accounting year end.

• Maintaining and renewing client business contract documents.

• Maintaining of credit period for clients according to the credit period for the vendors.

**EXTRA-CURRICULAR ACTIVITIES**

* Have won prizes for **Mime** in the Youth festivals.
* Have won prizes for **Versification English** and **Poetry writing** in the Art and Literary competitions.
* Have won second prize for **Essay writing** competition in institution level for district.
* Won prizes for **discuss throw** for sports.

**INDUSTRIAL VISITS**

* Hindustan Aeronautics Limited ,Bangalore
* Times of India, Bangalore

**INTERNSHIP**

**Organization study at Periyar Marketing Cochin**

**DECLARATION**

I solemnly affirm that the information furnished above is true to the best of my knowledge.

**Place**: SHARJAH PREJIN

**Date**: 06-08-2017