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| **06a** | Prasanth *India*Mob: **C/o 971504973598****e-mail:** **prasanth.378141@2freemail.com** |
| Customer-oriented management professional with five plus years of progressive work experience across **Accounts, Operations, Customer Service, Administration and Management.** Have multitask abilities, excellent communication, interpersonal problem solving, results-driven work approach, enthusiasm and strong professionalism. Excellent accounting skills, with experience in **Peach Tree and Tally**, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.Currently working as **ACCOUNTANT GENERAL** and looking for an **ACCOUNTS OR OPERATIONS** job in a reputable and ambitious company. **STRENGTHS*** Rich exposure to all aspects of administrative and operation functions.
* Systematic approach backed by talent for getting work done within schedule.
* Willing to take on challenging assignments in all areas of work.
* Honest, sincere, hard working and punctual.
* An effective communicator with excellent relationship building and interpersonal skills.
* Posses a flexible and detail oriented attitude.

**ACADEMIC PROFILE** **MBA**(Finance& Marketing)- Calicut University (SMS Calicut), Kerala, India. **(67.50%) 2011**  **B COM** (Finance)- Calicut University (St. Aloysius College, Elthuruth), Kerala, India**(73.87%) 2009**  |
| **CAREER SNAPSHOT** |  |  |
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| **Accountant General - MAS Education Institute Sep 2015 - Present** **Hor Al Anz, Dubai, UAE**Responsibilities:.* Finalization of accounts.
* Preparation and presentation of daily, weekly and monthly reports to the directors.
* Preparation of branch wise Monthly Collection and Sales Report.
* Pay-roll preparation.
* Monthly reconciliation of bank and all other accounts.
* Effective Fund Management.
* Cash flow analysis.
* Petty cash management.
* PDC cheque management
* Supporting and coordinating subordinates in their works.
* Budgeting of sales, expenses and profit.
* Monthly internal auditing of accounts.
* Managing payables and receivables.
* Monthly checking and verifying of vouchers.
* Support the auditors in their audit work.
* Controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.

**Senior Officer - ICICI Bank Ltd Dec 2013 - August 2015** |
|  **Kerala, India**Responsibilities:* Front desk support for customers to solve their issues and ensuring their basic banking needs.
* Account opening, Credit cards, life insurance, mutual funds and loans.
* Keep and manage customer database, follow up the customer, log on issues or problems.
* Follow up with the customers for cross selling multiple products.
* Customer data updation and follow up through CRM.
* KYC and RE - KYC policy.
* Training and managing new employees.
* Allocating daily duty schedule and activities to the sales team.

**Assistant Accountant – Sarika Sales Tax Consultancy Dec 2011 - Nov 2013**Responsibilities:* Data entry work of different companies associated with sales tax filing.
* Verifying various company documents and vouchers to check the accuracy before tax filing.
* Reporting to the chief accountant on the completion and the status of the work.
* Debtors management and fee collection.
* Managing the banking related works.
* Reconciliation of bank and other accounts.
* Management of the whole accounting team through assigning them their tasks.
* Regular communication with the client till the successful completion of work.

**COMPUTER PROFICIENCY** |

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MS Office, Tally ERP, Peachtree, Internet.

**LANGUAGES KNOWN**

**PERSONAL DETAILS**

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| Read, Write& Speak | : | English, Hindi, Malayalam. |
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| Nationality | : | Indian. |
| Date of Birth | : | 17th October 1989. |
| Marital Status | : | Single. |
| Visa StatusPassport DetailsReferenceHobbies | :::: | Employment Visa.Date of issue : 11/06/2013Date of Expiry: 10/06/2023Available upon request.Travelling, Yoga, Sports and Music. |
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**DECLARATION**

I do hereby declare that all the above facts are true, complete and correct to the best of my knowledge and belief.

Place :

Date : **PRASANTH**