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| **06a** | Prasanth *India*  Mob: **C/o 971504973598**  **e-mail:** [**prasanth.378141@2freemail.com**](mailto: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 Status  Passport Details  Reference  Hobbies | :  :  :  : | Employment Visa.  Date of issue : 11/06/2013  Date of Expiry: 10/06/2023  Available 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**