**Accountant with 3 years Professional Experience**



**PRASOBH**

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Sharjah, UAE

**CAREER OBJECTIVE**

A positive, flexible and a hard working individual with experience in the field of **Accounts/ Finance**, seeking a position in a growth-oriented organization to apply my extensive experience and knowledge gained.

**WORK EXPERIENCE**

* **Accountant**: FOOD AND JOY LIMITED , Kerala, India(Jan 2014 – Dec 2016)
* **Accountant**: JK MARBLES, Kerala, India(January 2017 – Dec 2017)

**JOB PROFILE**

* Maintain complete Books of accounts, and manage full spectrum of accounting activities.
* Prepare and review daily accounting transactions and movements in revenue, expenses, assets, liabilities related entries and ensure the accuracy of financial transactions.
* Review all Invoices, Receipts, Payment Vouchers & Supplier documentations.
* Prepare Bank Reconciliation Statement.
* Complete monthly Cash Flow Analysis.
* Prepare & maintain Profit & Loss Account and Balance Sheet on a monthly basis for management.
* Aging analysis of account receivables and payables & follow up with the customers and suppliers.
* Ensure accurate valuation and recording of Inventory purchases & sales.
* Provide financial information to management by researching & analyzing accounting data.
* Preparation of staff Payroll and documents for other financial disbursements to staff and keeping track of staff loans & other financial obligations.
* Plan, coordinate & liaise with external auditors for interim & final auditing.
* Manage Petty Cash and review cash reports, Bank reports and maintaining working capital.
* Guides accounting clerical staff by coordinating financial activities.

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com),** Calicut University, India
* **Certificate of International Financial Accounting** (Institute of International Accountants, India)

**IT SKILLS**

* **Microsoft Office** Packages
* Accounting packages – **Tally ERP 9 & Peachtree**
* Confident to do any Accounting Software

**PROFESSIONAL SKILLS**

* Team worker
* Time management
* Honest
* Meeting deadlines
* Hardworking
* Adaptability
* Professionalism

**PERSONAL INFORMATION**

Date of Birth : 06/08/1993

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Hindu

Languages Known : English, Malayalam, and Hindi

**PASSPORT DETAILS**

Passport Issue Place Passport Expiry Visa Status

: Cochin

: 20/10/2024

: Visit Visa

**DECLARATION**

I PRASOBH hereby declare that all the details made in above are true and belief.