**PRASANTH**

Email: prasanth.379975@2freemail.com

**Career Objective**

* Having more than 5 years U.A.E experience in Accounts, accounting control, various statutory compliance and development of policies and procedures.

Quick learner, self-motivated goal oriented and success driven.

* I am interested in joining a challenging environment wherein my extensive years of experience and knowledge will be optimized. Long term goal will be further my growth in professional and personal which may factor in the firm’s advancement.

**Work Experience**

1. **Viva Insurance Brokers LLC, Al Khaimah Building, Dubai, UAE (Broker firm established to provide professional insurance services for corporates / individual clients.)**

Designation : Accountant

Period : June 2017 – At Present

Job Responsibilities :

Posting of cheque payments.

Posting of daily bank deposits.

Receivable and payable arrangements.

* Assist with payroll administration.
* Prepare reconciliation of Bank, Payable & Receivable.

Controlling credit and ensuring debtors pay on time.

Reconciliation of direct debits and finance accounts.

Ensuring all payments amounts & records are accurate.

Undertake account reconciliations as required.

Assist in the setting up of the credit control system.

Chase overdue invoices by telephone, email & letter within agreed timescales.

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Providing ad-hoc reporting as and when requested.

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Secures financial information by completing data entries on sigorta.

Send out monthly client statements/letters as may be agreed from time to time.

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Ensure monthly processing deadlines are met as required.

Other duties as delegated from time to time by the Financial Controller & ChiefExecutive Officer.

**2) North Africa Shipping, Al Rigga, Dubai, UAE**

**(The Company engaged in bulk and container shipments from North African sector and a leading player in Libyan movement.)**

Designation : Accountant

Period : December 2012 – May 2017

Job Responsibilities :

Preparation of sales invoice, debit & credit notes, cash & bank receipts.

Handling of petty cash account.

Posting of daily bank deposits.

Posting of cheque payments.

Preparing Debtors monthly statements.

Follow up with Debtors for timely collection of payments.

Bank reconciliation statements.

Assisting in finalization of Accounts.

Liaising with Auditors.

Receivable and payable arrangements.

Cash collection, Cash re-imbursements and deposits.

Scrutinising Voyage Manifest and preparing voyage summery as per Freight Tariff &Auditors requirements.

Preparation of Journal Vouchers, Payment Vouchers, Petty cash Vouchers andevaluation of booking commission and discount for the customers as per approved rate and tariff.

1. **Venkateshwara Hatcheries Pvt Ltd., Kochi, Kerala, India**

Designation : Accounts Officer

Period : July 2011 - 20th November 2012

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Job Responsibilities :

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Preparation of GRN, purchase voucher, sales invoice, credit notes, bank receipts.

Maintenance and updating of stock.

Tax preparation and preparation of reconciliation statements.

1. **M/s. Aeronautical Development Agency (ADA) (Ministry of Defence, Govt. of India), Bangalore, India**

Designation : Documentation Assistant & Store Maintenance.

Period : September 2010 - June 2011

Job Responsibilities :

Preparation of Project reports, Manufacturing Documents, Work order, ProjectSanction, Production documents of Tejas – Light Combat Aircraft.

Co-Ordination of Material handling in ADA.

**Computer Skills**

Well versed with MS Office, DIFA (Diploma in Indian & Foreign Accounting), Tally ERP 9, Afsys Program Oracle Based for shipping and logistics, and Sigorta software for insurance firms.

**Academic Record**

MBA from Sankara Institute of Management Science under Bharathiar University with specialization in HR and Finance (2008 - 2010).

Bachelor of Commerce from Calicut University specialized in income tax (2004 - 2007).

Successfully Completed Certified Professional Accounting Course, including all Computerized Accounting Packages.

**Academic Projects**

Internship with Sevana Hospital and Research Center in the area of employee job satisfaction. Generated reports and identified current problems and strengths through employee interaction and questionnaire surveys. Used chi square tools for the analysis and preparation of reports.

**Training and Professional Certifications**

* Participated in the National Entrepreneurial Network training programme, Coimbatore.
* Diploma in Financial Accounting.
* Certification in MS Office.
* Certification in Tally, Peachtree and Dac Easy.

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**Industrial Visits**

* Visited The Hindu (National Newspaper), Coimbatore and analyzed their production, marketing, finance and advertisements units.
* Visited ITC, Coimbatore operation to understand their finance, help desk, ethics, social responsibility and HR policies.
* Visited Marico Industry, Kanjikkode for understanding their production and marketing strategies .

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**Personal Details**

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| Date of Birth | **:** | 21.01.1987 |
| Marital Status | **:** | Married |
| Nationality | **:** | Indian |
| Languages known | **:** | English, Hindi, Tamil and Malayalam |
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| **References** |  |  |
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Will be produced upon your request

**Declaration**

I hereby declare that all the information presented above is true to the best of my knowledge and belief.

**PRASANTH**

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