**PRABU**

Email: prabu.383948@2freemail.com

**OBJECTIVE**

 To work in a challenging environment and team work put to optimum use of my skills and abilities for the organization. **Now seeking a suitable position inAccounts, Cashier, Supervisor, Store Keeper, Office work**.

**EDUCATION**

* **Bachelor of Computer Science,Bharathidasan University from 2006 to 2009.**

**EXPERIENCE**

* Worked in Saravana Spinning Mills Pvt Ltd as **Supervisor** for 1 Year in Apr-2010 to Apr-2011.
* Workedin Manappuram Finance Ltd as **Senior Assistant on** May 2011 to June 2015.
* Worked inMeghna Silks as Accountants for July 2015 to Sep 2017.

**JOB RESPONSIBILITIES –Saravana Spinning Mills PVT**

* Increase the product production.
* Manage the workers & our Problems.
* Reporting to factory Manager.

**JOB RESPONSIBILITIES – Manappuram Finance**

* Maintain at attendance for staffs.
* Gold Checking& valuation.
* Responsible for the profitability of branch.
* Maintained the customer Gold, Records and Company vouchers.
* Accounts & Administration.
* Responsibility for Bank Account and every month bank statement reconciliation.
* Increasing our business growth & reducing NPA accounts.
* Control the Branch Expenses and staff shortage.

**JOB RESPONSIBILITIES –Meghna Silks**

* Prepare financial statement and report for company management.
* Daily Record the amount of Money spends and received by Company Management, using cash flow software.
* Handle cash, cheque and transactions. Prepare accounts payable & receivables.
* Handle the import& Export Goods and Records.
* Purchase bills Entry in TALLY/Software.
* Maintains the Supervisor/staff/ Cash balance.
* Manage the staff leaves.
* Accounts & pay role.

**TECHNICAL SKILLS**

* Operating System: Windows.
* Languages : C,.NetProgramming.
* Packages :MS-Word, Excel, Power point.
* ERP :Tally 9.

**PERSONAL DATA**

* Nationality **:** Indian.
* Date of Birth **:** 05-06-1989.
* Marital Status **:** Single.
* Visa Status **:** Visit visa
* Languages Know **:** English, Tamil.