CURRICULUM VITAE



**PRAKASH**

Email: [prakash.388226@2freemail.com](mailto:prakash.388226@2freemail.com)

To obtain a meaningful and challenging position that enables me to learn the new skills and gives me environment to contribute in the organizations growth as well as self-development.

## WORK EXPERIENCE

* Currently working as Accountant in Al Mardas Printing Press, Muscat, Oman (from November 2018 to till date)
* Worked as Accountant in Royal world Facilitators Private Limited, Paduvinangady Junction, Mangalore (From November 2017 to November 2018)
* Worked as Accountant in Sri Balaji Hardwares, Bunder, Mangalore(From April 2017 to October 2017)
* Worked as Accountant in Gulf Converting Industry LLC, Muscat, Oman. (From January 2014 to January 2017)
* Worked as Junior Accounts Assistant in Karnataka Fisheries Development Corporation, Hoige Bazaar, Mangalore (From July 2013 to January 2014)
* Worked as Audit Assistant under C.A N. Keshava Ballakuraya, Ballalbag, Mangalore (From May 2012 to June 2013)

## JOB RESPONSIBLITIES

* Maintaining of Book of Accounts Manual / Computerizes as per Tally or Company internal accounting package.
* Preparing and posting of Petty cash or Cheque Vouchers.
* Preparing Trial Balance, preparing Monthly and yearly P&L account.
* Monitoring Accounts Receivables, Payables and Income and Expenses statement.
* Maintaining track of Customers / Buyers balance with ageing and followed by collection process to remind if any overdue still pending.
* Preparation of Invoice and Delivery Order.
* Handling Sales and Purchase Register.
* BRS preparation for weekly basis.
* Preparation of Ageing Debtors and Creditors for the given period.
* Maintaining of Inventory control system for Production process and report generation for Monthly consumptions and stocks to update.
* Maintaining Employees Documents, Attendance sheet preparation etc.,
* Preparation of LPO.
* Assisting in Auditing.
* Assisting in Administrative works.
* Maintaining MIS Report.
* Preparation of Payroll (WPS) and Time Sheet for Employees.

## EDUCATIONAL CREDENTIALS

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| --- | --- | --- | --- | --- |
| **Exam Passed** | **Name of the College** | **Name of the University** | **Year of Passing** | **% of Marks** |
| B.Com. (Degree)  P.U.C.  S.S.L.C. | Canara First Grade College, Mangalore.  Canara Pre-University College, Mangalore.  Infant Jesus Joyland School, Mangalore. | Mangalore University.  Pre-University  Education Board, Karnataka.   Karnataka Secondary Education Examination Board. | 2012    2009     2007 | 57.54%   58%    72.32 % |

**ADDITIONAL QUALIFICATION**

* E-office (Windows, MS Word, MS Excel, Internet) and  
  Tally. (Version ERP 9)

## INTERESTS

* Listening to Songs.
* Traveling.

## LANGUAGES KNOWN

* English, Hindi, Kannada & Tulu.

# PERSONAL PROFILE

Sex : Male

Marital Status : Unmarried

Religion : Hindu

Nationality : Indian