

**PRASAD**

**PRASAD.122419@2freemail.com**

**CURRICULUM VITAE**

 CAREER OBJECTIVES

Seeking assignments in Senior Level Accounts, Purchase, Sales Operations and Inventory/Stores Management with leading organization of repute.

 **EXPERIENCE SUMMARY**

Bin Harmal Group, Al-Ain, UAE Oct’2003 - JUN’ 2013 [ 9 –years and 7-Months ]

Growth Path:

**Store & Warehouse In Charge cum Purchase Executive** (Cement Products Factory – Uniloc) Oct’2003– Dec’2007

**Assistant Accountant cum Cashier** (Cement Products Factory - Dura Pipe & Marble Division) Jan’2008 – Dec’2008

**Executive Assistant Accounts & Finance Head** (Bin Harmal Group) Jan’2009 – June’2013

 PROFESSIONAL EXPERIENCE

* BIN HARMAL GROUP

 **[ YEAR PERIOD: from january-2009 TO June- 2013**  **]**

 **Position : executive Assistant Head of Accounts & finance**

Duties & Responsibilities:

* **Head office Petty cashier,** Handling cash dealings and preparing Cash Expense Voucher.
* Reporting direct to the company top management on accounts and financial status.
* Maintain confidential records, documents and files.
* **Projects** **Accountant ,**Contracting Company. (Al Ain -University Project )
* Handling Accounts Payable and Receivables and Petty Cash.
* Reporting direct to the company management on accounts and financial status
* Handling Petty cash and preparing Cash Expense, Journal, Assets Voucher.
* Prepare Bank transaction Vouchers & Monthly reconciliation statements.
* Handling purchase payments and make sure all purchases project manager with order.
* Preparing Sub Contractor Payments and verifying, Reconciling Statement.
* Prepare suppliers payments and reconciling monthly statements.
* Maintain confidential records, documents and files.
* **General Accountant,**for group companies.
* Handling Clients and Suppliers, coordinating settlement of payment and Receivables.
* Reporting direct to the company management on accounts and financial status.
* Handling Clients Collection and Invoice delivery.
* Coordinate with Group all Accounts works.
* Handling Bank dealings, Deposits and Withdrawals.
* **BIN HARMAL CEMENT PRODUCTS FACTORY – DURA PIPE & MARBLE DIVISION**

 **[ YEAR Period : from january-2008 to dec- 2008**  **]**

**Position : Accountant cum cashier**

Duties & Responsibilities:

* Prepare Sale Order and Delivery note as per the Clients purchase Order.
* Supervising Marble Stock inventory.
* Prepare Store receipts and issue voucher.
* Prepare and posting Bank Receipt, bank Payment Vouchers and journal vouchers.
* Prepare Bank Reconciliation Statement.
* Preparing purchase order for required materials.
* Reporting directly to the company manager and accounts Department.
* Ensure Marble Stock receiving and Issuing quantity.
* Prepare and posting receipt, payment and journal Vouchers.
* Properly arranging and controlling filing all documents.
* Handled 100,000/- Dhs. Petty Cash & preparing Petty Cash Expense Voucher.
* Supervising Store inventory with store keeper.
* Ensure Store Receipt & Issues Vouchers.
* Preparing Inventory Reconciliation.
* Prepare Petty Cash Expense Voucher.
* **BIN HARMAL CEMENT PRODUCTS FACTORY – UNILOC**

 **[ Year period : October – 2003 to december-2007 ]**

**Position : Store & Warehouse in charge cum Purchase executive**

 Duties & Responsibilities:

* In- Charge of Store & Warehouse– ISO 9000 Standard. (Around 3000 Items Stock)
* Ensuring that the stock do not exceed maximum level and not below minimum stock level
* Reporting directly to the company manager and accounts Department.
* Prepare Requisition for purchasing materials when stock read re-order level
* Purchasing Materials according to purchase Order Follow-Up.
* Place materials requisition in case of less or out of stock and approval from factory manager
* Co-Ordination with the production in case of immediate requirements
* Co-Ordination with the maintenance In-charge to procure their requirements
* Make sure that the store premises are tidy and clean
* Maintain Adequately the stock bin cards
* Trace materials with stock bin cards and store layout
* Fill out 'Action List of Shelf Life Products' from and submit to the management at least one month before the date expiry
* Prepare day to day Receipt and Issue Materials voucher.
* Ensuring Material issue as per the requisition and authentication.
* Maintaining & supervising duties of under staff**.**

**Stock Handled Materials & Spare Parts**

* Heavy & Light Vehicles Spare Parts, Vehicles Oil, Filters and Fuel Stock.
* Factory Machinery, Hydraulic, Pneumatic and Electrical, Spare Parts.
* Water Pipes & Fittings, General Camp maintenance equipments.
* Aggregates, Sand and Cement other raw materials.

**Purchase Executive**

* Arranging Required Material List and getting quotation from suppliers.
* Comparing Suppliers Quotation Price list of Materials Report for Manager approval.
* Prepare Purchase Order for Suppliers.
* Maintain Follow up Of materials Delivery.

**Accounts Assistant**

* Prepare Journal Voucher and Daily Expense Voucher.
* Day to day maintain all the documents and vouchers in a files.
* Co-ordinations with Accounts Department Accounts Data entry work.

  **ACADEMIC QUALIFICATIONS**

* **B.Com - Commerce** (2001-2003): From Calicut University of Kerala, INDIA
* **Pre Degree -Commerce** (2000-2001):Higher From Calicut University of Kerala, INDIA
* **10th** (March 1999)**:** Secondary School Leaving Certificate Examination of Kerala, INDIA.

 **COMPUTER KNOWLEDGE**

* MS.Office Auto Mission [M.S Excel & Word ]
* Dac Easy - Accounting Software
* Petty Cash Software,
* Internet

 PERSONAL STRENGTHS

* Ability to work in a team environment
* Trustworthy, responsible, punctual, and hardworking.
* Excellent interpersonal communication skills and friendly attitude.
* Quick to learn and adapt.

 **LANGUAGES**

* **English** : Expert **▪ Malayalam** : Expert **▪ Hindi** : Intermediate
* **Arabic** – Working knowledge

 **PERSONAL INFORMATION**

 Nationality **:** INDIAN, Kerala

 Sex & Status **:** Male, Married

 Date of Birth ` **:** 05 April 1983

 Driving License **:** Light Vehicle - UAE

 Visa Status  **:** Employment [ Transferable Immediately ]

# DECLARATION : -

I hereby certify that the above information’s are true and correct to the best of knowledge and belief.