

**PRAJASH**

Email: [prajash.210727@2freemail.com](mailto:prajash.210727@2freemail.com)

**OBJECTIVES**

Looking for an entry level position as an Accountant to develop my interpersonal and subjects skills along with giving some contribution in company's profit.

**CAREER SUMMARY**

Enthusiastic and accounting professional with over 5 years experience in UAE 12 years in native country in both public and private companies.

Experience of managing accounting functions, preparing financial reporting and month end close.

Experience of working with ERP systems.

Expert in interacting with other group companies or accounts purpose. Completer accounts, Payroll and other Statutory Accounts.

**KEY RESPONSIBILITIES HANDLED**

Enter posting of purchase, sales, payment, receipt collection & journal Voucher. Verification of bills & reconciliation of total turnover.

Bank, Debtors & Creditors Reconciliation.

Maintain cash transaction & petty cash book, preparing cash. Day to day cash and bank transactions.

Preparing outstanding list of Debtor & making payment follow-up. Reconciliation of Bank Statement at the end of month and stock statement. Maintain Salary Register in MS-Excel.

Experience in working with Excel spreadsheets.

**TECHNICAL KNOWLEDGE**

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Computer operating -Windows 2OO7 ' XP' Windows 2OOO Accounting Packages-ERP & Tally 7.2

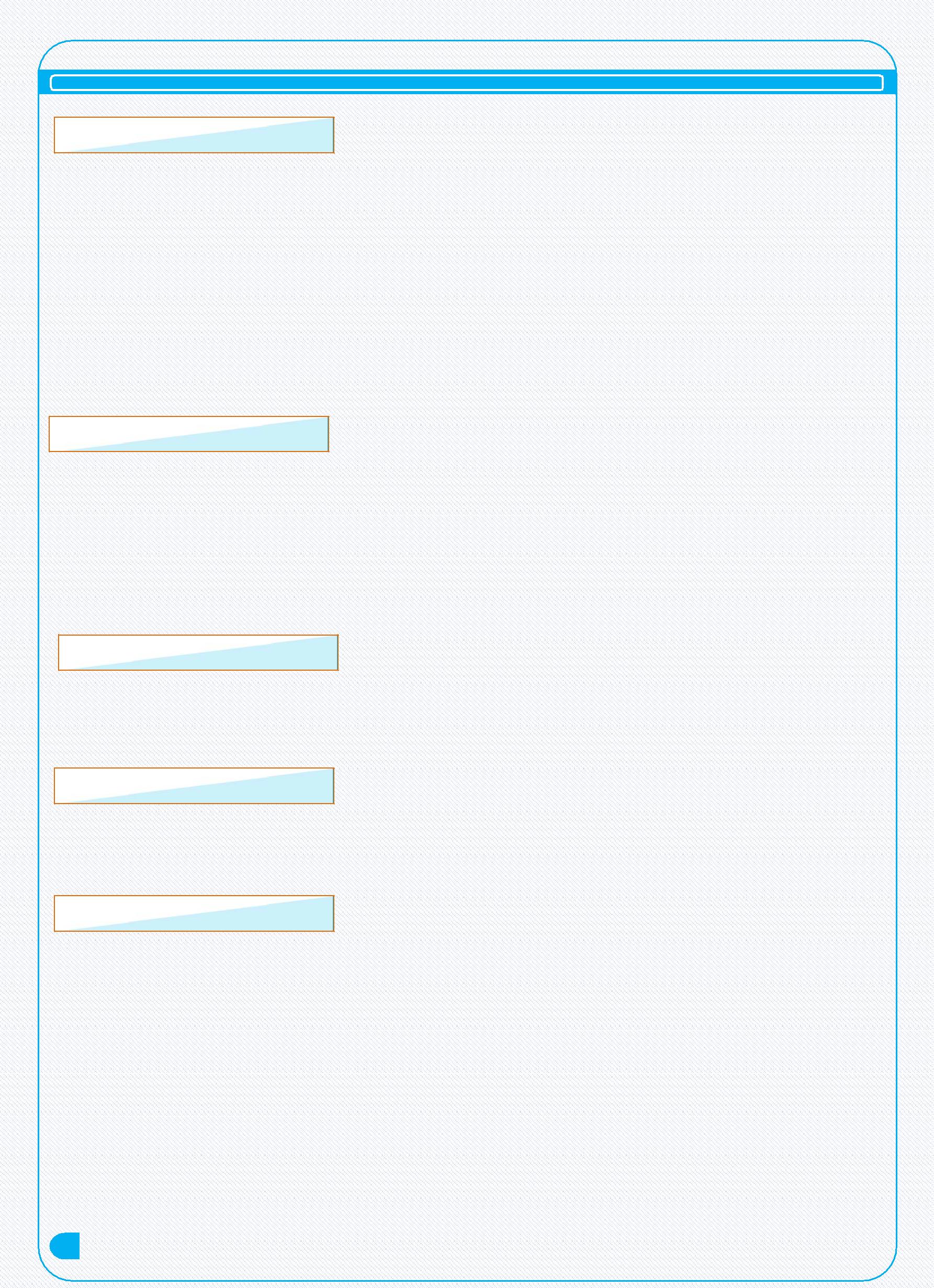
**ACADEMIA**

**B.Com**

Under Calicut University

Kerala, India





**EMPLOYER**

Still Working As an Accountant

Maintenance LLC on 2015 February onwards

Worked as Accounts Assistant in Barkath Al Madeena super market (Al -Ain) from

2010-2014

Worked as Accounts Assistant in Appolo Wines (lndia) from 2006-2010.

Worked as Accounts Assistant in Soubhagya Tiles (lndia) from 1998-2006.

**PERSONAL DETAILS**

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| Name | : | PRAJASH.K.P |
| Gender | : | Male |
| Nationality | : | Indian |
| Date of Birth | : | 26-04-1972 |
| Marital Status | : | Married |

**LANGUAGES KNOWN**

English

Hindi

Malayalam & Tamil

**COMPUTER KNOWLEDGE**

MS Office

Internet & E-mail

**DECLARATION**

I hereby declare that above mentioned details are true and correct and best of my knowledge.

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