

**Prajith**

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**CAREER OBJECTIVE**

Seeking a challenging career and opportunity with progressive organization which gives exposure to my knowledge and skills in the field of **Accounts & Administration**.

**EDUCATIONAL QUALIFICATION**

**Graduation: B. Com** (University of Kannur, 2006-2009 )

**Higher Secondary** (Board of Higher Secondary Kerala- India , 2006)

SPECIALIZATION: Accounting & Administration.

**PROFILE SUMMARY**

* A competent individual with 6 years of experience in the field of Accounting & administration:
* Self-starter highly motivated, capable of working both independently and as part of a team
* Flexible and adapts to challenging environment. Strong customer relationship, communication and organizing capabilities
* Can work under pressure and can adjust to different environment.
* Strong in interaction with Auditors for Finalization of Accounts.

**ORGANISATIONAL EXPERIENCE**

**GCC Experience: November 2010 – July 2016 at Gulf Horizon Hotel & Furnished Apartment, a Sister Concern of Horizon Hotels & Management Group, Qatar as an Accounting /Admin. Assist.**

**Job Responsibilities:**

* 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.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Sales & Purchase total reconciliation of accounts.
* Reconciliation of Bank Statement at the end of month.
* Maintain salary register in MS-Excel.
* Maintain Balance sheet & profit & Loss.
* Review the details provided by the managers, distribute the payments and edit the billings.
* Supervise and train the new joiners.
* Mail the invoices to the regarding clients.
* Maintaining the official files.
* IT Section incharge

**September 2009- November 2010 worked as an Accounting Assistant at Renjith NV Co. (Accounting Consultant) Kannur-Kerala- India**

**Job Responsibilities:**

* Perform daily entry of accounting and weekly perform checking and updating of Various companies.
* Maintenance of monthly and yearly Accounts.
* Taking care of all Banking activities.
* Prepare reports on accounts payable and accounts receivable.
* Process the payable invoices weekly.
* Preparing of Tax invoices, Vouchers & Agency Payment.
* Sales & Purchase total reconciliation of accounts calculating VAT.
* Vat Return ,E-TDS Return Filling , Income Tax E Return Filling & other governement taxes calculation
* Maintain Balance sheet & profit & Loss.

**COMPUTER SKILLS**

Well versed with:

O Diploma in Computerized Accounting : Tally , Peachtree , Quickbook O MS office.

O Adjustable with any platforms up to Windows 8, basics of Linux and Mac operating systems. O Basic Hardware Knowledge.

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**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.