CURRICULUM VITAE

**PRAVEEN**

**M com - Accounts and Office Administration work 8 yeas UAE experience**



Date of Birth – 24th April 1983

Nationality – Indian

**Contact Details**

Naif, Deira, Dubai

Mob: +971504753686

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**OBJECTIVE**

Expertise in the field of accounts and administration works in the competitive field, achieve desired objective of the organization through have valuable and responsible job.

**EDUCATION**

M Com Finance, October 2005 from **University of Kerala,** Trivandrum

B Com Taxation Law and Practice May 2003 from **University of Kerala,** Trivandrum

**LANGUAGES**

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| --- | --- | --- |
| **Malayalam** | **-** | Mother tongue |
| **English** | **-** | Excellent reading, writing and speaking |
| **Hindi** | **-** | Excellent reading, writing and speaking |

**SPECIALIZED SKILLS**

Basic accounts works, Accounts Receivable, Payable, Ledger scrutiny, Office administration, Documentation, Computer based works, DTP works, Tally ERP, Vat submission, Finalization, Computer and Network troubleshooting.

**PROFESSIONAL EXPERIENCE**

**Period -** From 05.02.2012–30.06.2020

**Company** **: Wholesale & Retail of Electrical Lamps & Accessories in Dubai, UAE**

**Designation** **:Accountant (05.02.2012- 31.07.2017) Starting position**

**Designation** **:Asst.Manger (Accounts &Stores) (01.08.2017- 31.08.2020) End position**

Responsibility

Basic accounts work, Vat submission, office administration, store management, documentation control, Bank Reconciliation, Ledger scrutiny, Accounts finalization, Internal Audit, Accounts Receivable, Payable, Payroll Management, Coordination with sales staff and top management, Stock audit, PL& BL.

**Period Company Designation**

**:** From December 2005 to December 2011

**: Stanley Consultants India Pvt. Ltd , Rajasthan, India**

**:Accounts Assistant**

Responsibility

Basic accounts work, office administration work, documentation control.

**Knowledge & Skills**

* Good Communication skills in English and Hindi
* Good computer skills with special reference to Tally, & M S Office, Photoshop
* Conversant with Internet, Email and Web browsing.
* Tally ERP
* VAT submission

**CERTIFICATION**

I, the undersigned here by certified that the above mentioned details are true and to the best of my knowledge and belief.

**Praveen**