

**PRANAV N K**

Nellikkunnummal House,

Valiyaparamba Post,

Koduvally,

Kozhikode, Kerala.

Pin : 673572

+ 91 8075785872

nkpranavtsy@gmail.com

**PERSONAL PROFILE**

|  |  |
| --- | --- |
| Date of Birth | **:** 17-July-1996 |
| Age | **:** | 23 Years |
| Sex | **:** Male |
| Blood Group | **: O**+ |
| Nationality | **:** | Indian |
| Marital Status **:** | Unmarried |

**LANGUAGES**

**R** **W** **S**

English

Malayalam

Hindi

**HOBBIES**

* Travelling
* Listening to music
* Playing

**CAREER OBECTIVES**

To be an important member of a team in an organization that would afford me Opportunities to develop innovate and contribute my very best by assimilating organizational strengths and ethos.

**HIGHLIGHTS**

An energetic, self-motivated and hardworking, able to provide an impressive customer Care service and work as part of a team. An effective communicator at all the levels within an organization, good problem solving and analytical skills, pc proficiency in MS office.

**TECHNICAL SKILL**

* Microsoft Office ( Word,Excel,Power point )
* Advanced Tally.ERP 9.0
* GST Accounting
* Gulf VAT Accounting
* Quick Books Accounting
* SAP Business one 8.8
* Sage 50 Accounting
* Tally ACE Certification from TIL
* HOTSOFT [Hotel Management Software]
* Inventory Clerk
* InvoiceNET Software

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **COURSE** |  | **INSTITUTION** |  | **BOARD/UNIVERSITY** | **YEAR OF** |  |
|  |  |  |  |  |  | **PASSING** |  |
|  | **Post Graduate** |  |  |  |  |  |  |
|  | **Diploma in** |  | **IPA** |  | Global Accreditation | 2019 |  |
|  | **Indian &** |  | Nadakkavu,Kozhikode |  | Board |  |  |
|  | **Foreign** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Accounting** |  |  |  |  |  |  |
|  | **M.Com(Master** |  | **LISSAH** |  | University of Calicut | 2018 |  |
|  | **of Commerce)** |  | College,Kaithapoyil |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **B.Com(Bachelor** |  | Gadha College, |  | University of Calicut |  |  |
|  | **of Commerce)** |  | Poonoor |  |  | 2016 |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Govt.Higher |  | Kerala Education |  |  |
|  | **Plus Two** |  | Secondary School, |  | Board | 2013 |  |
|  |  |  | Pannur |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | M J Higher Secondary |  | Kerala Education |  |  |
|  | **SSLC** |  | School, Elettil |  | Board | 2011 |  |
|  |  |  |  |  |  |  |  |

**EXPERIENCE**

* Completed an Intensive 6 Months training in Manual and Computerised Accounting from Management of **IPA**
* 9 Months Experience in Store cum Accounts from **Arayal (Sharoy)**

**Luxury Resort Wayanad, Kerala.**

* Presently Worked in **TOPS FOOD** Dry fruits Manufacturing Company Parappanpoyil, Calicut, Kerala.

**Knowledge in ACCOUNTS**

* Knowledge in accounts such as payments, receipts, recording of bank statements, inventory records, Data entry
* Prepation and maintance of Balance sheet.
* Auditing
* Knowledge in GST,journal entries
* Experience in Tally ERP.9
* Knowledge in Inventory Clerk
* Dat to day accounting
* Keep information confidential and secure them with random database backups
* Collect analiyze and summarize account information
* Computing taxes
* Maintain filles and documentation thoroughly and accurately,in accordance with company policy and accepted accounting practices
* Payroll Management
* MIS Reporting

**Knowledge in STORE**

* Review and verify orders submitted by requisitioning departments.
* Follow up with suppliers for efficient service and in case of late delivery of the materials ordered
* Ensure closure of purchase record after delivery of items.
* Ensure that the purchase order meets the criteria of quality, price, timeliness and reliability and also the standards of the company.
* Compare costs and evaluate the quality and suitability of supplies, materials and equipment
* Handle additional responsibilities as and when delegated by top management
* assist in purchase

**PASSPORT DETAILS**

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| --- | --- |
| Passport Number | T6868300 |
|  |  |
| Date of issue | 22/07/2019 |
|  |  |
| Date of expiry | 21/07/2029 |
|  |  |
| Place of issue | Calicut, Kerala |
|  |  |



**DECLARATION**

All the information provided by me in this resume is correct to my knowledge and I have not knowingly omitted any related information, which would have a bearing on my employment with you.

Place : PRANAV N K

Date :