



PRNAV . A

Accountant

Contact

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Personal details

Father's Name : D Arjunan
Mother's Name : Beena P V
D.O.B : 01-03-1997
Gender : male
Marital Status : unmarried
Nationality : Indian
Passport No. : S0904461
Date of expiry : 10/04/2028
Language : English,
Hindi, Malayalam

I am a value-driven certified accountant professional with a CMA, currently pursuing an M.com, and 3 years of experience in managing overall accounting operations including preparations and finalization of various accounts/ statements, maintaining financial procedures; and generating key reports. seeking employment with a rapidly growing company that calls for skills in accounting.

WORK HISTORY

2021-04-Current: Accountant (Seven seas machinery LLC, Dubai)

Produce Invoices, journal entry, petty cash and reporting on a regular basis. Support the month end close and financial statement preparation, review & analysis. Support establishment of budgets and external financial audit activities.

- Completed daily cash functions like accounting tracking, payroll and wage allocations, budgeting, donating, and cash and banking reconciliation.
- Raising and verifying sales invoices and recording of such transaction in accounting software
- Preparation of sales invoice purchase orders
- Filling out an income tax return.
- Managing company ledgers
- Maintaining Payables and Petty Cash for the entire organization
- Preparation of accounts receivables and payables
- Documenting financial transactions
- Dealing with the preparation and submission of VAT returns on a monthly basis
- Preparing payroll and end of service benefits of the employees and accounting the transaction in the software
- Handled day-to-day accounting process to drive financial accuracy.
- Filing all the invoices and the other necessary documents in a systematic manner
- Address vendor inquiries and collect the past due.
- Recording of all Purchase transactions and expenses on daily basis

Core competencies

- Accounting & regulatory compliance
- Accounts receivables and payables
- Accounts finalization
- Tax reporting and compliance
- Book keeping
- Account reconciliation
- Cash flow analysis
- Financial forecasting
- Profitability management
- Cost saving initiatives
- Finance controlling
- Debt management
- Auditing and compliance

2020-02 to 2021-03: Junior accountant (magnum furniture PVT LTD, Cherthala Alappuzha Kerala)

- Daily cashbook management
- Coordinating with a senior accountant for internal and external auditing.
- Processing of sales invoices and cash receipts
- Preparing and filling of GSTR1 and GSTR 3B
- preparing E-way bills
- Ensuring payments, amounts, and records are correct
- Preparation of payment for suppliers

EDUCATION

Currently pursuing	M.com (Distance Education, IGNOU)
2016-08 to 2019 -04	B.COM: Finance Naipunnya school of management
2014-06 TO 2016-04	12 TH Computer science PSS Public school, vayalar
2012-05 to 2013-03	10 th PSS Public school, vayalar

CERTIFICATIONS

- Certificate course in "TALLY" ERP 9.0 with an A grade
- CMA(USA) course coaching completed
- Certificate course in" C++" programming with an A grade
- Certificate course in "C" programming with an A grade

DECLARATION

I hereby acknowledge the above information is true and kindly request you to provide me with the opportunity to present myself as a responsible and highly skilled employee.

Place:

PRANAV A