



EXECUTIVE PROFILE

Clerk with 6+ years of experience preparing daily records, ledgers, statement P&L A/C, balance sheets etc. assembling facility reports and maintaining the utmost confidentiality possesses a B.COM with computer application and expertise in Tally Prime, Microsoft Excel, GST, VAT, Foreign Accounting. Seeking a position in esteemed organization where I can use my skills for the growth of the company and my caliber as such.

WORK EXPERIENCE

➤ SUPRA PACIFIC FINANCIAL SERVICES LTD CUSTOMER RELATIONSHIP EXECUTIVE

FROM JAN 2023.

Working as CRE at SUPRA PACIFIC FINANCIAL SERVICES LTD (BSE Listed NBFC)

Key Responsibilities:

- Manage the plan and new schemes which are being introducing by the bank.
- Timely presenting the main clearing cheque, including both presentations.
- Handling customer transactions cash & credit payments
- Ensuring accurate and timely accounting and reporting, including accounts payable and accounts receivable.
- Preparing monthly bank reconciliation, identifying discrepancies and reducing error.
- Resolve customer complaints quickly and efficiently.

➤ Service Co-operative Bank, Koipuram

JUN 2017 - JUN 2022

CLERK

Working as a Clerk at service co-operative bank, koipuram Thiruvalla.

Key Responsibilities:

- Make work plan to ensure the quality services prepare the plan for giving loan and receiving the interest to various organization.
- Handle all the other responsibilities related to the job.
- Ensure the satisfaction of customers.
- Loaded consumer loan applications processing program.

➤ MICROLAB - Kozhencherry

JAN 2016 - MAY 2017

Accountant

Working as a Accountant at MICROLAB, Kozhencherry Pathanamthitta.

Key Responsibilities:

- Managing Accounts & Cash flow.
- Monitoring income and expenses, Bank Transactions.
- Prepare purchase order, sales Invoices, security cheques.
- Manage petty cash, accounts receivables and payables.
- Support month end and year end close process.
- Analyze financial information and summarize financial status.

➤ Service Co-operative Bank, Koipuram

JAN 2015 - DEC 2015

Customer Relationship Officer

Working as a Customer relationship officer service co-operative bank, koipuram Pathanamthitta

Key Responsibilities:

- Build and maintain profitable relationships with all clients.
- Prepare Keeping customers updated on the status of resolution of their key concerns/complaints..

DECLARATION

I hereby declare that the above details are true and correct to the best of my knowledge and belief.

PRINY PRASANNAM

Nov 2024

PRINY PRASANNAN

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+971 524279636

Visa Status : Visit Visa

Visa Expiry : 23/01/2025

PERSONAL INFORMATION

Date of Birth : 10-11-1992
Marital status : Married
Nationality : Indian
Passport No. : R 9024869
Language known: English,
Malayalam.

KEY SKILLS

- Accounts
- Payables & Receivables,
- Payroll
- Bank Reconciliation
- Cash Flow Management

EDUCATION

B.com with computer application
MG University

ERP KNOWLEDGE

Facts ERP
Tally, Quick Books
MS Office
Peachtree