



**PRINY PRASANNAN**  
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Visa Status : Visit Visa  
 Visa Expiry : 18/03/2025

### 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

## 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** FROM JAN 2023.  
**CUSTOMER RELATIONSHIP EXECUTIVE**  
 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 PRASANNAN**

**JAN 2025**