

# Praseeja Prasanth

Dubai

[praseeja3\\_ckc@indeedemail.com](mailto:praseeja3_ckc@indeedemail.com)

+971 55 7865179

To achieve excellence in profession of finance, accounts, auditing and stand among the very best of the profession while working with a dynamic organization of leading professionals.

## Work Experience

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### **Accounts Receivable Specialist**

Claymore Safety & Security Consultancies - Dubai

May 2019 to December 2019

Dubai, UAE, May 2019 to December 2019.

### **Accountant, Deal Time**

General Trading Company - Dubai

March 2015 to March 2019

### **Accountant**

Dhanhani Group, Interior Decoration firm - Dubai

January 2014 to February 2015

### **Accountant**

RRT Group

July 2011 to October 2013

### **Accounts Assistant**

Tri- Union Builders, Contracting Company - Dubai

October 2009 to May 2011

#### **ACCOUNTS & ADMINISTRATION**

Preparation of VAT documents and submissions of VAT filing.

Preparation of Payroll and WPS processing.

Presenting a true and fair view of the financial position of the company by preparing financial statements viz,

P&L Account, Balance Sheet and annual reports.

Accounts Receivables/Payments..

Responsible for daily funds position, receivables position & reporting to Finance Manager.

Control petty cash; prepare render accounts of individuals & departments.

Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.

Ensure effective fixed assets & inventory controls are applied.

Handled customer complaints & resolved the issues with ease.

Maintain record of existing & new customers for follow up and business promotions.

Coordinate in purchasing office supplies.

## ACCOUNTING SOFTWARE

Tally

Quickbooks

True Books

Focus

Zoho

## Education

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### **Master Of Commerce in Commerce**

Calicut University India - Calicut, Kerala

April 2007

### **Bachelor Of Commerce in Commerce**

Calicut, University, India - Calicut, Kerala

April 2005

## Skills

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Quickbooks, Tally, Focus