

# ACCOUNTANT

## WORK EXPERIENCE

Accountant Trainee

Alathur Agricultural Marketing & Processing co-operative society from 1 Jan 2018 - 30 June 2018, Kerala, India

## EDUCATION

Bachelor of Commerce (B.Com)

Calicut University, Kerala, India

## JOB PROFILE

- Prepare & Maintain all the accounting entries and ensure that it is posted to the proper accounts
- Processing Quotation Request ,Quotation, Purchase Order, Delivery Note, Sales & Purchase Invoices & other related accounting vouchers
- Maintain healthy liquidity in operations by reviewing day today cash inflows and outflows
- Monitoring Outstanding, Payable & Receivable review and finalizing ageing reports and monthly collection/payment reports
- Reconcile Bank accounts, A/R , A/P, Bank loans & Facilities by comparing statements with general ledgers
- Manage & control Inventory; maintain Order Register, Material Inward and Outward Book
- Prepare monthly payroll data & Employee benefits & record the monthly expense provision ie leave salaries, air tickets, end of service benefits etc
- Maintain tax(VAT) payments & support VAT implementations
- Manage adjustment & closing entries on month wise & Maintain general ledger by transferring subsidiary accounts, preparing a detailed trial balance & reconciling entries
- Prepare periodical financial statements includes Trial Balance, Profit & Loss , Balance Sheet, cash flows & other management reports



**PRASEENA C P**

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## PROFILE

I am looking forward to join a vibrant and exciting organization where I can utilize my skills in Accounts & Finance and keep good performance.

## LANGUAGE

English

Malayalam

Hindi

- Maintains the fixed asset register, reviews accuracy of depreciation charged for the period
- Liaison work with internal and external auditors, Bankers & Manage Legal & Statutory Compliance
- Assists auditors for the purpose of providing supporting documentation
- Performs other duties as described by the management

## PERSONAL SKILLS

- Teamwork
- Professionalism
- Self-Confidence
- Time management

## IT SKILLS

- Microsoft Excel
- Tally ERP 9, Peachtree
- Confident to do any Accounting Software

## PERSONAL INFORMATION

Date of Birth	: 28-04-1997
Gender	: Female
Nationality	: Indian
Marital Status	: Married
Religion	: Hindu
Visa Status	: Residence Visa (Husband Sponsorship)
Passport Details	: P1372544

## REFERENCE

Reference will be provided on demand