

## RESUME

**PRAJEESH.P**  
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<b>OBJECTIVE</b>	:	<b>Career Advancement</b>
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To work in a congenial environment where I can utilize my experience and knowledge for the mutual benefit for self and Organization. Where I can derive the highest degree of job satisfaction and my performance and ability will be highly appreciated.

<b>AREAS OF SKILLS</b>	:	<b>Financial &amp; Managerial Accounting</b>
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Having an excellent knowledge in the preparation of Final Accounts, Bank Reconciliation Statement, Knowledge in UAE VAT and Management Information System

Positions Looking for : Senior Accountant/Accountant/Internal Auditor.

<b>Total Career Experience</b>	:	<b>16 years in Accounting</b>
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Accountant in Dubai	:	6 year
Accountant in Kuwait	:	1 year
„ In India	:	9 year

<b>EDUCATION</b>	:	<b>Graduate</b>
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✚	B. Com (Income Tax)
✚	Pre-Degree (Commerce)
✚	SSLC

<b>ACCOUNTING SOFTWARES</b>	:
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✚	Tally. ERP 9
✚	Peachtree Accounting
✚	QuickBooks
✚	Typewriting English Lower.

<b>SOFTWARE SKILL SETS</b>	:	<b>Packages &amp; Languages</b>
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✚	Operating Systems	:	Microsoft Windows 07, Vista, 2000, ME, XP
✚	Software Packages	:	M.S Word, Excel, PowerPoint, OutlookExpress

<b>Career Graph</b>
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✚	2019 Feb - 2020 Jan	:	Xpress Maids Cleaning Services
✚	2014 May -2018 May	:	Threads and Tailors (Dubai) as Senior Accountant
✚	2012 July-2014 May	:	Tax Affairs, (Kerala) as Accountant

-  **2011 May- 2012 June : Sunitha Sales and Service Pvt. Ltd. (Kerala) as Accountant**
-  **2009 Oct - 2011 Jan : Rakaz National Co. (Kuwait) as Accountant**
-  **2008 June-2009 July : Mastermind Accounting (Dubai) as Accountant**
-  **2007 Dec- 2008 May : Leader Rubber Industries (Kerala) as Accountant**
-  **2002 Jan - 2007 Nov : Chartered Accountant (Kerala) as Accountant**

**Worked as Accountant, Xpress Maids Cleaning Services, Dubai from 2019 February to January 2020.**

#### **Key Duties and Responsibilities**

- ✓ **Preparation of VAT return**
- ✓ **Preparation of payroll through Wage Protection System (WPS)**
- ✓ **Bank reconciliation Statement**
- ✓ **Finalization of accounts**
- ✓ **Handling Petty Cash**
- ✓ **Follow up the receivables and payables**
- ✓ **Preparing and posting of invoices**
- ✓ **Preparing cheques for all payable parties**

**Worked as a Senior Accountant, Threads and Tailors Tailoring, Dubai from 29<sup>th</sup> May 2014 to 22<sup>nd</sup> May 2018.**

#### **Key Duties and Responsibilities**

- ✓ **Preparation of VAT return**
- ✓ **Preparation of payroll through Wage Protection System (WPS)**
- ✓ **Bank reconciliation Statement**
- ✓ **Finalization of accounts**
- ✓ **Handling Petty Cash**
- ✓ **Preparing cash payment voucher, receipt voucher**
- ✓ **Making financial reports monthly**
- ✓ **preparing reports for receivables and payables**
- ✓ **Follow up the receivables and payables**
- ✓ **Preparing and posting of invoices**
- ✓ **Preparing cheques for all payable parties**
- ✓ **Maintaining books of Accounts such as debtors, Creditors, Payroll, Postdated cheque entry**
- ✓ **Doing Visa processing for the workers**
- ✓ **Doing HR works**

-  **Worked as an Accountant in Tax Affairs, Tax Studies and Accountant, Koyilandy, Kozhikode from 1<sup>st</sup> July 2012 to May 2014**

#### **Key Duties and Responsibilities**

- ✓ **Various firm's accounts**
- ✓ **Bank reconciliation Statement**

- ✓ Finalization of accounts
- ✓ Auditing of Accounts
- ✓ Preparation and submitting of VAT returns
- ✓ Preparation and submitting of Income Tax Return
- ✓ Draw up monthly financial reports
- ✓ Prepare analysis of accounts as requested.

✚ Worked as an Accountant in Suntiha Sales & Service (Cummins India Ltd.), Calicut more than One year.

#### Key Duties and Responsibilities

- ✓ Handling of Petty Cash
- ✓ Daily Accounting entries
- ✓ Preparation of final Accounts
- ✓ Documented Reporting of branch figures to Head Office based at Kochi
- ✓ Branch Reconciliation
- ✓ Preparation of monthly Payroll, Employees State Insurance, Provident Fund

I worked as an Accountant in Sunitha Sales and Service Pvt. Ltd., Calicut 2<sup>nd</sup> May 2011 to 30<sup>th</sup> June 2012, the Company is dealing Sales and service of Cummins Generators

#### WORK EXPERIENCE : In Kuwait (Accountant)

✚ Worked as an Accountant in Rakaz National Co. W.L.L. Kuwait more than One year.

#### Key Duties and Responsibilities

- ✓ Handling of Petty Cash
- ✓ Preparation and submission of daily accounts
- ✓ Preparation of final Accounts
- ✓ Coordinate with Administration Department to ensure timely deployment of required manpower as per Manpower Histogram
- ✓ Supervising the Time Keeper and ensuring that the timecards are prepared accordingly, updating the Administration Department on timecard related functions
- ✓ Preparation of monthly Payroll, Leave salary, Leave Travel Allowance and Indemnity etc.
- ✓ Preparation of Gate passes of for workers for Kuwait Oil Company (K.O.C) and Kuwait National Petroleum Company (K.N.P.C)

✚ I worked in Rakaz National Co. from Oct 2009 to Jan 2011. I started my career as an Accountant, the Company is dealing Cross Country pipeline Welding and Installation, Process piping, Plant erection, Storage tanks erection and such other works in the field of Mechanical Contracting.

#### WORK EXPERIENCE : In Dubai (Accountant)

✚ Worked as an Accountant in Master Mind Accounting and Book Keeping, Duabi, for One Year. I am dealing various firms' accounts.

#### Key Duties and Responsibilities

- ✓ Day to day accounting of Various companies
- ✓ Preparation and submission of reports
- ✓ Preparation of Trial and Rectification of errors
- ✓ Preparation of final Accounts
- ✓ Maintaining PDC reports (Receivable & Payable).
- ✓ Maintaining multiple currency's Accounts
- ✓ Preparation of payroll

✚ Worked in Dubai from 16-06-2008 to 15-07-2009. I started my career as an Accountant in Master Mind Accounting & Book Keeping. As an accountant I have well experience in doing day to day accounts of various companies.

<b>WORK EXPERIENCE</b>	:	<b>In India (Accountant)</b>
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✚ Six Months worked as an Accountant in Leader Rubber Industries (Hawalker Chappels), Calicut, India from 19-12-2007 to 31-05-2008.

<b>Key Duties and Responsibilities</b>
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- ✓ Day to day accounting
- ✓ Bank reconciliation Statement
- ✓ Finalization of accounts
- ✓ Preparation of petty cash book and bank book
- ✓ Maintaining of Bank book and preparation of Bank Reconciliation Statement

<b>WORK EXPERIENCE</b>	:	<b>In India (Assistant Accountant)</b>
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✚ Six years worked as an Accountant in a Chartered Accountant firm, Calicut, India. From January 2002 to November 2007.

<b>Key Duties and Responsibilities</b>
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- ✓ Preparation of various firm's accountant
- ✓ Bank reconciliation Statement
- ✓ Finalization of accounts
- ✓ Auditing of Accounts
- ✓ Preparation and submitting of Sales Tax returns
- ✓ Preparation and submitting of Income Tax Return

<b>PERSONAL INFORMATION</b>
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Nationality	:	Indian
Date of Birth	:	03/01/1980
Civil Status	:	Married
Languages Known	:	English, Hindi & Malayalam
Passport Number	:	U 2850134
Date of expiry	:	07-12-2030
Visa Status	:	Family Visa