

# CURRICULUM VITAE

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## PARVATHY PRAKASH

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### CAREER OBJECTIVE :

Aim to be associated with the organization that provides me an opportunity to show my skills and improve my knowledge with latest trends and to be part of the team that works dynamically towards the growth of the organization.

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### PROFESSIONAL EXPERIENCE

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#### **CASHIER CUM RECEPTIONIST** (OCT 2019-TILL DATE)

***N M C MEDICAL CENTRE ,AL NAHDA ,SHARJAH,UAE***

#### **Responsibilities**

- ◆ Serves visitors by greeting, welcoming, and directing them appropriately.
- ◆ Maintains security and telecommunications system.
- ◆ Maintain cage security according to rules.
- ◆ COUNT MONEY AND AUDIT MONEY DRAWERS
- ◆ Reconcile daily summaries of transactions to balance books.
- ◆ Furnish change persons with a money bank at the start of each shift.
- ◆ Accept credit applications verify credit references to provide check-cashing authorization or to establish house credit accounts.
- ◆ Prepare daily reports

**ACCOUNTS TRAINEE**(July 2019-sep 2019)

***K.K PADHMANABHAPILLAI & CO, ALAPPUZHA, KERALA, INDIA***

**Responsibilities**

- ◆ Book keeping
- ◆ Balance Sheet Preparation
- ◆ Bank Reconciliation
- ◆ Voucher Preparation
- ◆ Tax Computation
- ◆ updating the ledger
- ◆ preparing budgets and reports
- ◆ assisting with audits

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**EDUCATION & CERTIFICATIONS**

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***MG UNIVERSITY, KERALA, INDIA***

Bachelor of Commerce (B.com) FINANCE AND TAXATION

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***LANGUAGES***

English, Hindi,Tamil, Malayalam

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***COMPUTER KNOWLEDGE***

TALLY ERP -9, EXCEL

***PERSONAL DETAILS***

DOB : 01/03/1998  
Gender : Female  
Marital Status : Single  
Passport No : T5578326  
Expiry date : 29/05/2029  
Visa status. : Employment Visa

## **DECLARATION**

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I believe in continuously improving my skills and abilities in order to be effective in all my future endeavors and goals. I hereby declare that the above furnished informations are true to the best of my knowledge.

Place: Kerala -India

**Parvathy Prakash**

Date :