

CURRICULUM VITAE

PRANAV.P



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SALES COORDINATOR / ACCOUNTANT

OBJECTIVES

A highly knowledgeable accounting professional along with sales coordination, with over 9 years of experience in managing accounts & sales, willing to undertake a challenging opportunity in a fast paced environment. Working as part of a close knit team to ensure that best Accounting services are provided, with the ability to think laterally and act decisively in cost control and query resolution. Knowledgeable of weekly and monthly payrolls, reconciliation, invoice maintenance and payment management. Looking for a suitable position as Accountant to take my career growth further along with the development of the organization.

WORKING EXPERIENCE

- **SALES COORDINATOR**
Period; January 2019- Present
Company: AL MEENA HEAVY MACHINERY REPAIRING L.L.C
- **WAREHOUSE SUPERVISOR**
Period; June 2016- December 2018
Company: REX BOOKS & STATIONARY L.L.C, DUBAI – U.A.E
- **ACCOUNTANT**
Period; April 2011 – 2015 July
Company: RAY ELECTRO MECHANICAL L.L.C, DUBAI – U.A.E
- **JUNIOR ACCOUNTANT**
Period; 2009-2011
Company: PEACOCK TRAVEL& TOURISM, KOCHI, KERALA, INDIA

DUTIES

***WAREHOUSE SUPERVISING**

- Analyze and improve systems to improve warehouse procedures.
- Write and maintain accurate system for inventory control and monitoring.
- Check and adjust warehouse stock per outstanding orders and floating stock.
- Ensure employees are not removing any unauthorized items
- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Managing a team of up to 30 employees within the warehouse.
- Coordinating racking and storing.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.

***ACCOUNTS**

- Managing purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover and managing bank, debtors & creditors Reconciliation.
- Preparing reports on accounts payable and accounts receivable, and maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month.
- Maintain salary register, Balance sheet & profit & Loss while ensuring proper standard maintenance.
- Managed monthly billing, and equipment transfers.
- Reconciliation-Cash, Credit Cards, Banks, Creditors and Debtors.
- Monthly Comparative Performance Reports
- Monthly Sales Commission Reports
- Receivables
- Manage the day to day financial transactions of the company.
- Responsible for ensuring all equipment was maintained at an optimal level.
- Responsible for administrative services including all aspects of HR management, shipment and payment management.

***OFFICE ADMINISTRATION**

- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.
- Arranging interviews and confirming interviews by email.
- Supporting the administrative requirements of internal teams in a pressurized office.
- Can prioritize and handle multiple tasks while meeting established deadlines.
- Collating timesheets, calculating hours & producing information to forward to payroll organization.
- Ensuring office expenditure is maintained within budgeted levels. .
- Ability to communicate effectively at all levels.
- Writing up simple instructions, short correspondence, and memos.
- Maintaining correct staffing levels in line with busy periods and holiday leave.
- Providing reports, as required, for senior management

PERSONAL SKILLS

- Calm and composed under pressure and able to work to tight deadlines.
- Ability to work within a busy and demanding team environment.
- Able to work with minimum amount of supervision and on own initiative

IT SKILLS

- Operating Systems: Microsoft Windows/DOS/AS400
- Processors: MS-Word
- Spreadsheets: MS-Excel/Accounting Related Systems
- Communication: MS Outlook
- Typing Speed: 50-55 wpm

ACADEMIC QUALIFICATIONS

- Bachelor of Degree in Commerce - Kerala University , Period: 2005 – 2008
- Accounting with Tally ERP 9, Kerala (2009)
- Peachtree Accounting Program, Dubai – U.A.E (2013)

ADDITIONAL INFORMATION AND PERSONAL PROFILE

- ❖ Proficiency at handling Tally ERP 9, MS Office Suite Programs such as Word, Excel, Outlook, PowerPoint and Internet.
- ❖ Languages Known : English, Hindi, Malayalam and Tamil
- ❖ Marital Status : Married
- ❖ Nationality : Indian
- ❖ Date of birth : 09/05/1987
- ❖ Passport number : R8216758