



PRASANTH P K

Designation : Accountant

PERSONAL DETAILS

Surname : Padinhare Kundoli
Date of Birth : 18 October 1994
Place of Birth : Malappuram, Kerala
Country : India
Marital Status : Single
Passport no : V2139960
Passport
date of Expiry : 11/08/2031
Place of Issue : Kozhikode
Vaccinated : Covishield

CONTACT DETAILS

Email : Prasanthpk@yahoo.com
Mob no: (+91)9809709166

COMPUTER SKILLS&CERTIFICATES

Master in Professional Accounting (MPA)

Tally.ERP 9
/Excel/QuickBooks/Sage50
GST Practical Accounting
US Payroll

LANGUAGES KNOWN

English - Spoken Basic/Writing professional/Reading Professional
Hindi - Spoken Basic/Writing professional/Reading Professional
Malayalam – Mother tongue

CAREER SUMMARY

B.com with 5 years of work experience in Accounting firm. Well experience in book keeping, tax calculating and filing. Prepare company trading and profit & loss Account and Balance sheet. Expertise in most common accounting software programs. Strong work ethic and commitment to integrity and accurate record keeping. Looking for an opportunity in a fast growing company to build out best accounting practices and makes accounting a competitive advantage within the organization.

WORK EXPERIENCE

Accountant

Okey&Associates / Dec 2018 – May 2022/Kottakkal, Kerala, India

- Responsible for ledger or account maintenance, reconciliation, internal journal entries, preparing checks for payment etc.
- Monitor and review general expense applications to ensure it is in compliance with the Bank's policy.
- Assist with the preparation of financial statements, business activity reports and other reports required by the HO and local regulators.
- MIS Reporting (sales report, purchases/expenses reports, AP and AR Report, Financial Statement Report.. etc.)
- Review and file payroll documents
- GSTR 2A Reconciliation for monthly, quarterly and yearly for next adjustments year to know and verify party eligible ITC bills and not eligible bills
- E-way bill generate
- Prepare tax documents and online & offline tool filing return -GSTR-3B, GSTR-1, GSTR-9, CMP-08
- Provide support to the internal & external Audit team

Account Assistant

Best way Trading's / Aug 2017- Nov 2018 / Malappuram, Kerala, India

- Monitoring daily accounts receipts and payments
- Managing Receivables and payables
- Assist with checking bank reconciliation
- Prepare daily report for cash
- Prepare Profit and Loss statement
- Prepare and send invoices to customers and check customers' credit ratings.
- Document financial transactions by entering accounts
- Handling all the activities Inventory management & Stores Dept.
- Materials keeping planning control of consumption.
- Incoming Materials verification of purchase order.
- Material issue as per issue slips feeding in computer.

EDUCATIONAL QUALIFICATION

B.com (2013-2016)

University of Calicut, Calicut / Nov 2016