



Praveen M Paul

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Excellent experience with Invoicing, Billings, and Payment activities

Accounts with office works & Supervising

Core Competencies Skills

Financial reporting

Cost accounting

Credit and Payment

Office works

Cash collection

Leader ships

Negotiator

Motivated

Personal Details

Date of Birth: 20/04/1996

Nationality: Indian

Passport number: R0553264

Date of issue: 31/05/2017

Date of expiry: 30/05/2027

Place of issue: Cochin

Marital Status: single

Languages Known: English,

Hindi and Malayalam

Profile summaries

An accountant with nearly 2 years of experience Perform a variety of professional level duties, **Office Administration and Operation**, good experience in Prepare bank reconciliations and related journal and entries for a variety of accounts

Timeline

Sixty Seven Auto Services LLC Bachelor of Commerce

As an accountant



Cishan International, India
As an accountant

Work experience

Since an 2018 with Sixty Seven Auto Services LLC

Designation: Accountant

- Coordinating with billing clerk on timing submission of the entire client invoices weekly basis
- Coordination with technical labors for the works perfection and follow up

- Monthly Reconciliation of all the intercompany accounts and taking balance conformation via email or directly.
- Handling petty cash and preparing all the petty cash vouchers daily basis & sending summary of petty cash report to the management on monthly closing of books of accounts

Nov' 2017- December 2018 with Cishan International, India

Designation: Accountant

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.



Education

- Under graduate in Bacher of commerce with Calicut University in 2018
- 12th from government higher secondary school in Kerala board