

PRANAV P P

ACCOUNTANT



Email : pppranv916@gmail.com
Mobile No : +971504920281
Location : Deira, Dubai, UAE
DOB : 16.09.1997
Gender : Male
Marital Status : Single
Languages : Malayalam, English, Hindi
Passport No : S0300309
Date of Issue : 18.06.2019
Date of Expiry : 17.06.2028

SKILLS

- Payroll
- Reconciliation
- Analytical Skill
- Invoicing
- Inventory Management
- Account Payable & Receivable
- Database Management
- Financial Statements
- VAT Registration
- Preparing Ledger
- Accounting Reports

CAREER OBJECTIVE

Highly experienced and dedicated Professional with over 5 years of extensive experience in Accounting field. Dedicated to provide accurate financial accounts and reports to comply with accounting principles and practices. Superior analytical skills with an expertise in transaction/workflow details in support of process and profit improvement. Possess a comprehensive undertaking of all aspects of accounting and financial planning. Presently seeking to secure a responsible position in account management, sharing my experience and advanced accounting abilities to effect employer growth and success.

ACADEMIC

- 2015-2018 Bachelor of Commerce from Kannur University.
- 2013-2015 Higher Secondary Education, Kallisseri Government Higher Secondary School.
- 2012 Passed Secondary School Leaving Certificate (S.S.L.C) Kallisseri, Government Higher Secondary School.

WORK EXPERIENCE

Accountant | 2022 – 2023

TVS Motor Company

KEY RESPONSIBILITIES

- Performed all activities related to the accounts payable/receivable function including reviewing and processing payments.
- Managed assigned accounts; achieved revenue growth and revenue retention.
- Required to develop new accounts via inside and outside sales.
- Prepared proposals and make presentations to perspective clients.
- Prepared monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.

Accounts Payable & Receivable (Accounts Executive) | 2021 – 2022

Envio Shipping & Logistics Pvt. Ltd, Mangattuparamba

KEY RESPONSIBILITIES

- Monitored payments due from clients and promptly contacted clients with past due payments.
- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance accountant.
- Researched and resolved accounts payable discrepancies.
- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Processed account receivable and account payable.

OTHER SKILLS

- MS Office
- Tally ERP 9
- GCC VAT (Gulf co-operative council VAT)
- GST

HOBBIES

- Reading Books
- Travelling
- Dancing

Accountant Assistant | 2019 – 2021

Servetech Group, Dubai

KEY RESPONSIBILITIES

- Manage account payable/receivable and expense control procedures, including bank & account reconciliation, cash receipts, disbursements, finance charges, invoicing billings, purchase & sales order & inventory check.
- Verification through on timely and accurate month end closings and financial reporting activities.
- Communicated with clients on a daily basis ensured excellent customer service.
- Compiled and analysed company documentation for accuracy.
- Ensured good information workflow between tax preparers and management.

Accountant cum Data Entry Clerk - 2019

Indiana Cargo LLC, Dubai, UAE

KEY RESPONSIBILITIES

- Maintained all Accounting voucher entry.
- Maintained the general ledger and balance sheet across accounts payable, cash accounts, and fixed assets.
- Prepared report and documentation of company expenditures.
- Perform payroll functions in accurate and timely manner.
- Conducted surveys and collected data through interviews and questionnaire.
- Initiated purchase of a new survey software which reduced company expenses.
- Successfully accounted for all of the policies from other peers to account for every individual.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

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