



DEEPAK.P.P

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PERSONAL DETAILS

- Date of Birth : 07/09/1998
- Nationality : Indian
- Passport : P5356413
- Gender : Male
- Visa status : Visit
- Father's Name : Santhosh Kumar Puthiya Purayil

OBJECTIVE

Looking for a challenging career in a leading company where I can use my abilities to the fullest and contribute to the success of the organization.

LANGUAGES

- English
- Malayalam
- Hindi

CERTIFICATES

- Tally Course Certification.

SKILLS

Excellent communication and interpersonal skills



Good Leadership quality



Proactive & Contingent



Have the ability to work under pressure



Perseverance



EDUCATION

- 2019-2021

- **Master of Business Administration (Finance & Logistics)**
Bharathiar University, Coimbatore, Tamilnadu.
67%
- 2016-2019

- **Bachelor of Commerce (Computer Application)**
Kannur University, Kannur, Kerala.
62%
- 2014-2016

- **Secondary Education**
Kadambur Higher Secondary School.
78%

EXPERIENCE

- 2022 - 2023

- **Accounts Assistant**
College of Commerce

Responsibilities

1. Monitoring daily communications and answering any queries.
2. Preparing statutory accounts.
3. Ensuring payments, amounts and records are correct.
4. Working with spreadsheets, sales and purchase ledgers and journals.
5. Recording and filing cash transactions.
6. Controlling credit and chasing debt.
7. Invoice processing and filing.
8. Processing expense requests for the accountant to approve.
9. Bank reconciliation.
10. Updating and maintaining procedural documentation.