



RAHUL P P

Assistant Accountant

PROFILE SUMMARY

Detail-oriented Assistant Accountant with 1 year and 6 months of hands-on experience in financial management, accounting, and variance analysis. Seeking a challenging role to further develop my accounting skills and contribute to a finance team's success. Dedicated to maintaining precise financial records, conducting thorough variance analysis, and supporting the organization's financial objectives with accuracy and efficiency.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT | 2022-2023

School Of Corporate Accounts, Ernakulam,
Kerala, India

KEY RESPONSIBILITIES

- Collaborated with senior accountants to maintain accurate preparation of financial reports, including monthly and quarterly financial statements and variance analysis.
- Assisting day to day accounting tasks and Maintain accounts receivable and accounts payable.
- Prepared journal entries, maintained general ledger accounts, and ensured data accuracy.
- Utilize accounting software (Tally prime) for efficient data entry and report generation.
- Assisted in reconcile bank statements and other financial accounts to verify the accuracy of transactions and account balances.
- Collaborating with other departments, responding to financial inquiries, and maintaining effective communication with team members and stakeholders.

KEY SKILLS

- Bookkeeping
- problem Solving
- Financial Reporting
- Communication
- Quick book
- Peachtree
- Accounts Payable
- Account Recievable
- Ms excel
- Tally Prime
- Sap
- Analytical Thinking

CONTACT

- +971501379439
- <https://www.linkedin.com/in/RAHUL-P-311637275>
- P- PRAKASH-311637275
- rahulpprakash330@gmail.com
- Deira , Al Rigga Road, Behind Landmark Hotel
Kadooli Supermarket Building, Dubai, United
Arab Emirates

EDUCATIONAL BACKGROUND

PROFESSIONAL DIPLOMA IN CORPORATE ACCOUNTS MANAGEMENT WITH SAP | 2022-2023

- School of corporate accounts

BACHELOR OF COMMERCE (COMPUTER APPLICATION) | 2019-2022

- Calicut University

HIGHER SECONDARY | 2017-2019

- Board of Higher Secondary
Examination, Kerala, India

COMPUTER PROFICIENCY

- Tally Prime
- Peachtree
- Quick book
- Ms office
- Sap

LANGUAGES KNOWN

- English
- Tamil
- Malayalam (Mother Tongue)

DRIVING LICENCE DETAILS

License Number : KL51 20190015015
Expiry Date : 24-02-2039
Class of Vehicle : Bike , Car

PERSONAL INTEREST

- Reading
- Travelling
- music

PERSONAL DOSSIER

Gender : Male
Date of Birth : 20/07/2000
Nationality : Indian
Marital Status : Single
Permanent Address : Padinjarethil House
SrK Nagar meetna po,
Ottapalam, 679103

PASSPORT DETAILS

Passport Number : Y5585387
Date of Expiry : 11/06/2033
Place of Issue : COCHIN

REFERENCE

Asha c v

SCHOOL OF CORPORATE
ACCOUNTS ADMINISTRATOR
Ph No : +91 82816 52665
Email : kochisca@gmail.com

PROFESSIONAL CERTIFICATION

- Tally Prime
- Tally ERP 9
- Ms Office
- Quick Book
- Peachtree
- SAP mm
- SAP Fi-CO

PERSONAL STRENGTHS

Communication- Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

Analytical Thinking - Evaluating information and making informed decisions by analyzing various factors and considering alternative solutions.

Problem Solving- Being flexible and able to adjust to changing situations or demands in the work environment.

Time Management - Maximizing productivity by effectively managing time, setting priorities, and meeting deadlines.

Teamwork- Working seamlessly with others, fostering a collaborative environment, and contributing to the success of the team.

Integrity - Maintaining high ethical standards and confidentiality when handling sensitive financial information.

DECLARATION

I here by confirm that all the above details given by me are true to best of my knowledge and belief. I am also confident that I will perform my duties and responsibilities to your satisfaction and to the growth of the Organisation.

RAHUL P P