



Srihari Prasath(Accountant and Admin B-com)

📍 Sharjah, UAE

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✉️ sriharishp147@gmail.com

Professional Summary

Accountant Administrator with experience in financial records, transaction processing, and administrative support. Skilled in bookkeeping, invoicing, and assisting with financial reporting. Driven Accountant with knack for streamlining financial processes and enhancing audit outcomes. Delivered key improvements in financial reporting, reducing discrepancies and ensuring compliance. Increased efficiency in budget management, contributing to overall business growth and stability.

Work History

02.2024 - 01.2025

Accountant & Admin Executive

SANAHINFRA PROJECTS PRIVATE LIMITED - Nagercoil

- Supported internal audits by providing accurate financial data and documentation on request.
- Handled office administration tasks such as maintaining files, coordinating meetings, and managing communication with suppliers and contractors.
- Assisted in payroll preparation, attendance tracking, and employee documentation.
- Followed up on company-issued loans, tracked interest calculations, and monitored repayment schedules.
- Prepared and maintained records of project expenses, vendor payments, and employee reimbursements (Sheet).
- Managed day-to-day accounting tasks including invoice processing, petty cash handling, and bank transactions.

07.2022 - 01.2023

Accountant

Honeybee Homes Pvt Ltd - Chennai

- Handled the collection of payments from client & vendor accounts and kept track of pending payments collection.
- Long pending payments were taken immediate action simultaneously intimation given to my superior.
- Manage invoices and payments for customers and vendors.
- Record and reconcile transactions in accounting software (zoho).
- Prepare and analyze financial reports and statements.
- Processed payroll and calculated deductions by accurately using excel & zoho software.
- Analyzed monthly balance sheet accounts for company.

12.2020 - 03.2022

- Reviewed and processed employee expense reports and vendor invoices for payment.

Inventory Manager

Easy Town - Chennai

- Handled management of consumer and vendor accounts and kept track of payment arrangements.
- Recorded information, shortages, and discrepancies to keep records current and accurate.
- Labeled, organized, and located inventory items in staging areas or on shelves according to quantity, size, or type of material.
- Analyzed inventory to identify excess, slow-moving, and obsolete inventory and oversaw disposition.
- Marked stock items with identification tags, stamps, electric marking tools, or other labeling equipment.
- Utilized MS Office to prepare and maintain records and reports of inventories, price lists, shortages, shipments, and expenditures.
- Tracked production and quality control systems to proactively identify deficiencies.

07.2019 - 10.2020

Supervisor

Redbox - Chennai

- Handled customer complaints, resolved issues, and adjusted policies to meet changing needs.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.

Skills

- Financial Reporting
- Tally Prime
- Excel , MS office , Zoho
- Cash book reconciliation
- Accounts payable expertise
- Management accounting competence
- Time management excellence
- Cost allocation
- Payroll administration
- Cash flow management
- Cost-reduction strategies
- Budgetary planning
- Transactional Analysis
- Profit and Loss Analysis
- Balance sheet management
- Negotiation tactics
- Invoice processing
- Team Leadership
- Interpersonal communication
- Project Management
- Financial planning
- Time-management
- Risk Management
- Investment appraisal

Education

07.2015 - 04.2018

B.Com, Corporate Secretaryship, Hindustan College of Arts and Science - Chennai

08.2023 - 09.2023

Course on Office Automation, Synergy School of Business skills - Nagercoil

05.2023 - 07.2023

Course on Tallyprime, Synergy School of Business skills - Nagercoil

Languages

English

Fluent

Malayalam

Intermediate

Tamil

Proficient (C2)

Personal Details

Marital Status : Single
Nationality: Indian
Visa Status : Tourist Visa

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Srihari Prsath