



ASHIQ PRARATH

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PERSONAL STATEMENT

To become an essential member of the core management team of a reputed organization and to find challenging and creative position that enables to use my technical knowledge and skills.

CAREER HISTORY

LinenHub- Kerala, India (July 2018 - January 2020)

GENERAL ACCOUNTANT

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Preparing daily sales report
- Completing financial reports on a regular basis and providing information to the finance team
- Preparing Statement of accounts
- Entering financial information into appropriate software programs
- Managing company ledgers

Neettukkattil Exports- Kerala, India (March 2016 - February 2018)

ACCOUNTANT CUM PURCHASE COORDINATOR

- Preparing purchase orders and completing orders.
- Contact vendors to confirm purchase order details.
- Analyze and evaluate statement of accounts and report to management.
- Customer Master Management, Preparing Tax.
- Managing day to day transactions.
- Following up for accounts receivables after invoicing to debtors, conducting aging analysis with an aim to keep receivables under control and collections of payments.

Benzy Food & Beverages (Akbar Travels Group) - Kerala, India (July 2015 - December 2015)

ACCOUNTANT CUM OFFICE STAFF

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Entering product details in to software
- Preparing daily sales report
- Completing financial reports on a regular basis and providing information to the finance team

Hedge Equities - Kerala, India (June 2014 - November 2014)

Customer Service

- Have a professional style of communication & ability to build report with prospective customers.
- Liaising with customers & the dealer network to answer and resolve their queries.

PROFESSIONAL EDUCATION

Master of Business Administration, 2019
University of Bharathiar

B.COM Computer Application, 2014
University of Calicut

PERSONAL DATA

DOB : 30-07-1993

Gender : Male

Nationality : Indian

Marital status : Single

Address:

Karama - Dubai

Language: English, Malayalam, Hindi

PASSPORT DETAILS

Passport Number : M2645191

Date of Issue : 01/10/2014

Date of Expiry : 30/09/2024

VISA STATUS

Visa Type : Visit Visa

Date of Expiry : 23/05/2022

TECHNICAL QUALIFICATION

- Advanced Diploma in Manual & Computerized Accounting
- Tally ERP9, Quick Books
- MS Office Specialist
- Seafarers Marine & Security Course- Maritime Academy Mumbai, India

FOCUS

- Sales
- Accounts
- Customer Service

REFERENCE

Available upon request