

PRAVEEN.K

DUBAI
UAE

ACCOUNTANT

Get In Contact

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PROFILE

I am an enthusiastic, self-motivated, reliable, responsible person with 14 years' experience as an Accountant. Excellent interpersonal skills, Ability to work well under pressure with an excellent team-building skill.

WORK EXPERIENCE

1. BabuSalam Trading- Rice &Pulses Wholesale (July 2015 - February 2022)

Malappuram – Kerala - India

Accountant

- Update and maintain accounting journal and ledgers etc.
- Responsible for Bank accounts reconciliations.
- Preparation of financial statements and supporting schedules.
- Debtors and creditors reconciliation.
- Dealing outstanding party wise and bill wise ageing.
- Stock auditing.
- Preparation of sales report daily and monthly.
- Managed accounts payable and accounts receivable.
- Communicating clearly and effectively with the accounts team.
- Prepared weekly confidential debtors report for presentation to management.
- Petty cash book.
- Monthly VAT Submission.

2. HM communication - Idea Cellular Distribution (2014 - 2015)

Malappuram – Kerala - India

Accountant

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- Debtors and creditors reconciliation.
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3. WAFA MARKETING (2008-2014)• Engine oil Distribution

Malappuram – Kerala - India

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EDUCATION QUALIFICATION

- Bachelor Degree in Commerce from University Of Calicut
- Diploma in Computerized Professional Accounting.

TECHNICAL SKILLS

- Tally ERP. 9, Peachtree, Other Accounting Software
- Office Automation Software: MS. Excel, Word, Power point, Outlook

STRENGTH

- Professional Demeanor
- Adaptability & Flexibility
- Leadership Skills
- Effective Communication
- Relationship Management
- Team Player

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL DETAILS

- DOB : 12/11/1986
- Nationality : Indian
- Passport No : R1147809 expire on 08/06/2027
- Visa status : visit visa