

CURRICULUM VITAE



SREELAL UDAYAPRAKASH

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Brief Overview

- Ambitious in nature
- Dynamic and Hard Working
- Open to New Technologies with keen interest to learn new things
- Self Confidence and truly dedicated to work.
- Can understand the intricacies of a new job quickly.
- Good Team Player and can work independently.

Area of Interest

Accounts, Sales and Purchase

Objective

To be in a position in a result-oriented company that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continuous growth and advancement.

Career Scan

Al Gharbi Electricals as Accounts & Purchase Manager,
since Feb 2017

Location: Um Al Quwain, UAE

Deliverables

- Manage all accounting transactions
- Prepare budget forecasts
- Petty Cash management
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
- Identify and source new suppliers and vendors
- Monitor supplier and vendor compliance with contractual agreements
- Develop and manage purchasing budgets and forecasts
- Facilitate timely placement of purchase orders
- Determining quantity and timing of deliveries
- Forecasting upcoming demand.

Personal Snippets

Date of birth: 23/06/1993
Sex: Male
Nationality: Indian
Marital Status: Married
Passport No:
Visa Status: Residence
(Transferable)

References

Available upon request

Kavil Industries as Accountant, since Dec 2015 till Jan 2017

Location: Thiruvananthapuram, Kerala

Deliverables

- Manage all accounting transactions
- Petty Cash Management
- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices
- Reconcile accounts payable and receivable
- Preparing Accounts and Tax returns
- Manage balance sheets and profit/loss statements

Academia

2016: Bachelor of Business Administration, University of Kerala

Others

- Certification in SAP
- Good Knowledge in Tally ERP 9 & Ms Office
- Expert in Computer Skills

Driving License

Holding a Valid U.A.E Driving license (LMV)

Languages Known

English, Hindi, Arabic, Malayalam, Tamil.