



PRABEENA V.K

Accountant

Dedicated and resourceful Senior Accountant recognized for skills in attention to detail, hands-on mentality and can-do attitude. Positive, collaborative and proactive professional with experience supporting managers in high paced environment. Ability to work independently and ensure timely completion of project deadlines.

CONTACT

PHONE: +971544391740

EMAIL: prabeenacalicut@gmail.com

ADDRESS:

Musaffa

Shabiya 11, Abudabi, UAE

PERSONAL DETAILS

FULL NAME:

PRABEENA V.K

NATIONALITY:

INDIAN

SEX:

FEMALE

DOB:

28 MAY, 1986

MARITAL STATUS:

MARRIED

LANGUAGES KNOWN:

MALAYALAM, ENGLISH

RELIGION:

HINDU

PLACE OF BIRTH:

KOZHIKODE, KERALA, INDIA

WORK EXPERIENCE

ACCOUNTANT & HR MANAGER

2014 – Present / 8+ Years

Pulikottil Devices Distributors Pvt. Ltd.

- Reconciliation of bank & client accounts
- Preparation and managing staff payroll
- Managing of financial transactions
- Recruitment of staff
- Documenting all financial transactions by entering account information
- Supporting internal audit

ACCOUNTANT

2012-2014 / 2 Years

BPK Associates (Chartered Accountants)

- Documenting all day to day business transactions
- Reconciliation of bank accounts
- Preparation of invoices
- Supporting internal audit

ACCOUNTS ASSISTANT

2006-2011 / 5 Years

Henkel Marketing India Ltd. (FMCG)

APPRENTICE TRAINEE

2005-2006 / 1 Year

Canara Bank

EDUCATION

BACHELOR OF COMMERCE

2006

University of Calicut

VHSC

2003

Govt. Higher Secondary School Payyanakkal

SSLC

2001

Govt. Higher Secondary School Payyanakkal

COMPUTER SKILLS

- MS OFFICE
- TALLY
- ERP
- WINDOWS & LINUX
- INTERNET & EMAIL
- SAP B1

INTERESTS

- Travel,
- Reading,
- Movies,
- Fitness,
- Dance

DECLARATION

I hereby declare that the above information is true to the best of my knowledge. Given an opportunity to work in your esteemed concern, I will prove to the best of my ability.

Prabeena V.K
Kozhikode, Kerala, India