



PREM PRAKASH

CONTACT

United Arab Emirates
0568904656
premprakash26127@gmail.com

PERSONAL DETAILS

Date of Birth : 26/11/1999
Marital Status : Single
Nationality : Indian
Passport : W7863992
Gender : Male

SKILLS

Tally Prime



MS Excel



MS Word



LANGUAGES

English
Hindi
Malayalam
Tamil

OBJECTIVE

To Acquire a challenging career to prove my potential in an organisation. Where I can utilise my skills and add value to my profession for the benefit of the organization and myself.

EXPERIENCE

Accounts Executive 2021 - 2023

NIPPON TOYOTA

- Creating detailed business plans to reach predetermined goals.
- Managing the entire sales cycle from finding a potential client to secure a deal.
- Preparing and providing assistance in maintenance of Books of Accounts and finalization of Accounts.
- Vouching and Verification of Invoices.
- Maintain, manage and record day to day transaction.
- Bank Reconciliation.
- Handling Petty Cash.
- Vehicle Invoice and Fastag.
- Other Allied Activities in Tally.

Collection Executive 6 - Month

MAHINDRA FINANCE

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.
- Maintaining customer payment records.
- Resolve billing and customer credit issues.
- Process payment and refund.

EDUCATION

B.COM 2020

KERALA UNIVERSITY

HSS 2017

KERALA STATE BOARD

SSLC 2015

KERALA STATE BOARD