



Siva Prasad

Nationality: Indian **Date of birth:** 05/09/1994 **Gender:** Male

Phone number: (+971) 0501303846 **Email address:** sivap1202@gmail.com

Home: (India)

ABOUT ME

I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives. I always seek to achieve a high standard in whatever work I undertake. I am well organised with a clear and positive approach to problem solving.

WORK EXPERIENCE

STOREKEEPER

Hafeed Rahman [10/07/2017 – 28/08/2019]

City: MALAPPURAM

Country: India

1. Receive and forward all goods and deliveries in and out of the hotel to the correct point of storage area.
2. Able to follow standards for issuing and receiving stock within the store's area of operation.
3. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
4. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
5. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
6. Refuse acceptance of damaged, unacceptable, or incorrect items.

Accounting assistant

Hafeed Rahman [01/09/2019 – 20/04/2023]

City: MALAPPURAM

Country: India

1. Managing the accounts payable and accounts receivable for the business.
2. Prepared financial report and statements, such as income statement and balance sheet.
3. Support to the accounting department by filing documents and reconciling accounts.
4. Reconciled bank and investment accounts monthly.

EDUCATION AND TRAINING

PLUS TWO

PRATHIBHA COLLEGE [2010 – 2012]

City: THRISSUR

Country: India

SSLC

GHSE VARAVOOR [2009 – 2010]

City: THRISSUR

Country: India

TALLY

KNOW HOW Computer Academy [2013]

City: THRISSUR

Country: India

LANGUAGE SKILLS

Mother tongue(s): **Malayalam**

Other language(s):

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Tamil

LISTENING C1 READING A1 WRITING A1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

accounting software Tally / TALLY ERP 9,GST / Microsoft Office (Word , Excel and Power Point)
