

ACCOUNTANT



Dubai , United Arab Emirates



00971547466065

mail2deepakpurathur@gmail.com

Personal Details

Nationality : Indian

Age : 28

Date Of Birth: 27/12/1994

Martial Status : Single

Gender : Male

Passport Details

Passport No : R1839003
Date of Issue : 04/07/2017
Date of Expiry : 03/07/2027
Place of Issue : Malappuram

Languages

ENGLISH: Speaking, Reading and Writing.

HINDI: Speaking, writing

TAMIL: Speaking.

MALAYALAM: Mother Tongue

Skills

- Tally Prime
- Basic knowledge of MS Excel, MS Word,
- Business Analysis
- Ability to do work with team.
- Account Monitoring
- Good organisational and time management skill
- Ability to learn any new skill with in a short period
- Very good communication and interpersonal skills
- Strong decision maker

DEEPAK P

Summary

A graduate specializing in Accounting cum Logistics and Supply Chain Management seeking employment with a growth-oriented organization that provides opportunities for progression and development in my career as well as professional skills and experience.

Professional Experience

Assistant Accountant at Kerala State Financial Enterprises Ltd
February 2018-March 2023

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, bank reconciliation, Cashier and disbursements.
- Communicated with customers to facilitate timely payments and reduce outstanding accounts receivable.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- On time tax return filing & Keeping Asset Register
- Cash handling & Maintain cheque collection register
- Handle customers request regards to payments plans (personal loans, housing loans & chits)
- Assessed accuracy, completeness and integrity of financial records.

Logistics Intern at Atlas Logistics Pvt Ltd.

January 2017- March 2017

- Make Correspondence & Communicate with Head office shipper, Airlines.
- Accounting Receipt & payments, generate report from ERP based software ,maintain cash book.
- Prepare cargo Sale report for every fortnight to the shipper & airlines.
- Preparing shipping bills & relevant documents.
- Export& import documentation.

Education & Technical

- **Bachelor of Commerce**
Finance
- **Advanced Diploma in Computerized Financial Accounting**
Kerala State Rutronix
- **Aspiring Diploma in Logistics and Supply Chain Management**
Confederation of Indian Industry
- **Plus Two**
Commerce
- **SSLC**
Kerala Board of public Examination

Hobbies

- Travel
- Photography
- Sports
- Listening to Music

Declaration

I here by declare that all the statements given above are true to my knowledge .

DEEPAK P