




 Dubai , United Arab Emirates

 00971547466065

[mail2deepakpurathur@gmail.com](mailto:mail2deepakpurathur@gmail.com)

### Personal Details

Nationality : Indian  
Age : 28  
Date Of Birth: 27/12/1994  
Marital 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

- General Ledger Posting
- Bank Reconciliation
- Accounts payable
- Tally Prime
- MS office
- Libreoffice
- Financial Management
- Book Keeping
- Ledger Posting
- Voucher making
- Creditors Management
- Strong Decision Making
- Quick Learning Ability
- Shipping Bills & Trip sheet
- Export Import Documents

# 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**