



# HARIPRASAD K

## CONTACT

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## PERSONAL INFORMATION

- Passport Number: P0407954
- Date of birth: 11/30/95
- Gender: MALE
- Nationality: Indian
- Marital status: Married

## SKILLS

- MS Office
- Tally ERP9
- PeachTree
- CAD
- SAP
- Microsoft Excel
- Payroll
- Accounts payable / accounts receivable
- Cash book maintenance

## LANGUAGES

### English

Advanced

### Hindi

Fluent

### Malayalam

Native

## PROFESSIONAL SUMMARY

Organized Accounts Assistant knowledgeable in various accounting programs and possessing solid computer skills. Experienced in handling bookkeeping activities and correcting account errors. Adept at analyzing complex situations and finding creative solutions to challenging problems.

## WORK HISTORY

**Accounts assistant** 11/2018 - Current  
**JALEEL HOLDINGS L.L.C** - Dubai, UAE

- Company Overview: Jaleel Holding is a parent company of a number of wholesale providers Including Jaleel FMCG distribution, Jaleel wholesale point & J-mart supermarket
- Prepare Payment to suppliers as per the vendor terms
- Calculation of discounts, listing fee and other deductions
- Resolving payment discrepancies and documentation; insuring credit is received for outstanding memos
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Interaction with suppliers & resolve the problems
- Preparing Financial Reports and Management Reports
- Maintain and reconciling of cashbook on daily basis
- Posting receipt and payment transactions
- Verifying and posting of funds credited in bank
- Monitoring cash collection accounts and follow up on pending collection
- Monitoring funds in transit accounts and follow up on pending transactions
- Verify and ensure petty cash expenses
- Physical cash verification
- Monitoring coins in hand and physical verification on regular basis
- Keeping books of Accounts, Journals, Vouchers, and Ledgers
- Reconciling intercompany transactions on regular basis
- Calculated bills owed by customers, prepared invoices and distributed statements.
- Maintaining inward and outward movement of inventory records
- Preparing invoices, debit notes and credit notes
- Preparation of sales summary report

## EDUCATION

**Diploma:** Indian & Foreign Accounting, 01/2017 – 01/2018  
**SSI Institute Kasaragod** – India

**Bachelor of Engineering,** 2013 – 2018  
**North Malabar Institute of Technology** – India