



HARIPRASAD V

SALES CUM ACCOUNTANT

CAREER OBJECTIVE

A highly motivated and dynamic accountant having more than 5 years of experience in accounting and sales, having excellent communication and interpersonal skills as well as ability to work under pressure with all levels of management.

To seek a career in a reputed company where i can learn and utilise my skills for the development of the company.

WORK EXPERIENCE

Sales cum Accountant

COOLTECH Sales & Service Company, Kerala

January 2018 - Present

Duties and Responsibilities

- Preparing accounts and Tax returns.
- Monitoring spending and Budgets.
- Advising reducing the cost and increase the profit
- Preparation and presentation of financial report.
- Issuing Local Purchase order.
- Process orders and maintain relationship with vendor.
- Monitor and maintain inventory levels.
- Negotiate to the suppliers and choose best quality products at reasonable price.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Drove client satisfaction by utilizing maximum adjustments, deductions and credits.
- Validated project and employment information and completed manual adjustments to financial data.
- Generated and submitted invoices based upon established financial schedules.
- Utilized accounting software to issue tax returns and prepare consolidated reports.
- Provided journal entries and performed accounting on accrual basis.



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Kayakkunnu , Thonikkadav (H)
Panayal (PO) Bekal fort (via)
Kasargod, Kerala, India
PIN 671318

CERTIFICATES

- **PDIFAS** - Professional
Diploma in Indian Foreign and
SAP accounting.
- **DIFA** - Diploma in Indian &
Foreign Accounting

SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- Public Accounting
- Software Proficiency
- Finance
- Co-operation

COMPUTER SKILLS

- MS Excel
- MS Word
- MS Power point
- Email drafting

SOFT SKILLS

- Communication skill
- Problem solving
- Analytical skill
- Team work
- Leadership
- Management skill

PERSONAL DETAILS

- Date Of Birth: 04 /03/ 1996
- Gender : Male
- Nationality : Indian
- Marital status : Single

- **PASSPORT DETAILS**

Passport Number : T0206268

Date of Issue: 28/01/2019

Date of Expiry: 27/01/2029

Place of Issue: Kozhikode

- **Driving licence**

Valid Indian Driving licence

- **Language Known**

- English
- Hindi
- Malayalam
- Tamil

EDUCATION QUALIFICATION

- **Bachelor of Commerce - 2017**
Kannur University, Kerala, India
- **Higher Secondary Education (Commerce) - 2014**
Board of Higher Secondary Education Kerala
- **SSLC - 2012**
Board of Public Examination Kerala

COURSES AND CERTIFICATIONS

- Completed DIFA Diploma in Indian and Foreign Accounting from G Tech Education Institute Kanhangad, this 8 month course is accredited by IAB (International Association of Bookkeepers)
- Completed Professional Diploma in Indian Foreign and SAP Accounting, 9 month course from G Tech Education Institute Kanhangad

DECLARATION

I, hereby declare that all the above mentioned information is true to the best of my knowledge and belief.

HARIPRASAD V