



# HARIPRASATH S

ASST ACCOUNTANT / ADMIN / CASHIER

## PROFICIENCY

I was working as an Accountant cum admin with Two and half years' experience of preparing flawless presentations, assembling facilities & accounts related reports and maintaining the utmost confidentiality To perceive a career in a renowned firm with dedicating efforts and to associate myself with an organization that gives me a chance to develop my skills. Possesses B.com Degree and expertise in M S excel and Tally Looking to leverage my knowledge and experience in new role that may brought me to the next level.

## WORK EXPERIENCE

I was working as an Accountant Cum Admin in Unnamalai tile, From Aug 2020 to Feb 2023

I was working as an Accountant in Retina Advertising & Technical service, in Dubai for a month.

## JOB RESPONSIBILITIES

- Supervising administrative staff and dividing responsibilities to ensure performance and their outputs.
- Submit timely reports and prepare presentations/proposals as assigned.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Manage phone calls and correspondence (e-mail, letters, etc.)
- Prepare accounts receivables & accounts payable and maintaining its records.
- Billing Rising and Verifying and follow ups for make sure on time receivable payments.
- Weekly Checking Sundry Dr & Cr
- Prepare payrolls and at month end salary preparations.
- Prepare BRS
- Banking Sector Works (RTGS/NEFT/IMPS)
- Maintaining VAT management and Filing process

## ACADEMIC BACKGROUND

<b>BACHELOR OF COMMERCE</b>	<b>2019</b>
Periyar Maniammai Institute of Science and Technology, Thanjavur with 60% CGPA	
<b>HSC</b>	<b>2016</b>
Kalyanasundaram Hr. Sec.School, Thanjavur with 73%	
<b>SSLC</b>	<b>2014</b>
Kalyanasundaram Hr. Sec.School, Thanjavur with 60%	

## CONTACT INFO



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Abu Sahara, Sharjah UAE



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.com

## LANGUAGE

English: Fluent

Tamil: Native

Hindi: Medium

## OTHER SKILLS

Cashier

Warehouse Supervisor

## SOFTWARE EXPOSURE

Wings

Tally ERP9

MS office & excel.

## PASSPORT DETAILS

Passport No : W2757259  
Place of Issue : Trichy  
Date of Issue : 24/08/2022  
Date of Expiry : 23/08/2032  
Visa Status : Visit visa