



# KRISHNAPRASAD M.S

AJMAN 83340

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## SUMMARY

Highly organized, proactive, hardworking and reliable accountant with two years of experience in accounting and one year in data entry and storekeeping, and proven experience in goods receiving, invoice posting, gross profit checking, pricing of products, keeping all account ledgers, maintaining main cash and petty cash, posting all receipts and payments, keeping and updating all creditors data, making cheques for creditors payments, updating payment report every month, depositing salary through wps system, preparation of profit and loss account and maintaining bank reconciliation statement.

## SKILLS

- Client Relations
- Regulatory Compliance
- Collections Management
- Payment Management
- Bank Reconciliation
- Problem-Solving
- Expense Account Management
- Accounts Payable and Receivable
- Billing Accuracy
- Month-End Documentation
- Documentation and Reporting
- Payroll Operations
- GL Reconciliation
- Financial Statements
- Tax Liabilities
- Fixed Assets Management
- Inventory Assessment
- Cash Analysis
- Journal Entry Preparation
- Processing Checks and Invoices
- Accounting Software Systems
- Document Recordkeeping
- Decision Making

## EXPERIENCE

### **Assistant Accountant / PANGULF HYPERMARKET LLC - AJMAN, UAE (FROM 2021 JAN TO STILL)**

- Managing daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation.
- Proper handling of petty cash and main cash.
- Preparation of month-end closing entries for detailed reporting and recordkeeping.
- Reconciliation of company credit cards, expense accounts and other expenses and financial records.
- Coordinated timely payments to vendors, clients and account holders.
- Preparation of cheques to creditors by reconciling their statements.
- Reviewing general ledger entries for accuracy and completeness.
- Monitoring and reporting accounts payable and receivable status with management and vendors.
- Checking figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Collecting and reporting monthly expenses and its variances with other months to management.
- Evaluation of expense reports for accuracy and adherence to company policies.
- Processing payroll entries and reports for employees.
- Processing and transferring salary through UAE Wage Payment System.

- Supporting budget administration with detailed expense analyses and report reviews.
- Handling the activities like staff advances, leave encashment, keeping all data's and documents related to employers(labor card expiry, visa expiry, passport expiry) and shop(trade license, tenancy contract, civil defense contract and certificate, pest control contract, staff accommodation tenancy contract, insurance, registration certificate of company vehicles and other valid agreements with creditors and debtors.
- Preparation of monthly and yearly profit and loss account.
- Assisting the auditor in finalization and closing of financial statements in yearly basis.

### **Storekeeper / MARKET SQUARE - SHARJAH, UAE (2019 MAY TO 2020 DEC)**

- Receiving of goods and posting invoices.
- Making GRN against goods received.
- Making GRV against goods returned.
- Checking cost and quantity of the goods with the local purchase orders.
- Checking the expiry date and quality of the goods.
- Maintaining the physical inventory with system stock.
- Verifying, updating, and reconciliation of inventory information.
- Checking and clearance of damaged goods.
- Arranged stock parts in specified sequence for assembly by other workers.
- Contacting vendors to determine prices, specifications and other information for special orders.
- Evaluated store performance and incorporated feedback to implement improvement plans.

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## **EDUCATION AND TRAINING**

### **Bachelor of Commerce: CO- OPERATION (2015 TO 2018)**

CO-OPERATIVE ARTS AND SCIENCE COLLEGE – THRISSUR , KERALA

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## **TECHNICAL SKILLS**

- Ms Office
- Ms Excel
- Ms Word
- Tally ERP 9
- Microsoft Navision (Accounting Software)
- Ultra Pos (Accounting Software)
- Pro Retail (Accounting Software)

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## **PERSONAL INFORMATION**

Date of Birth: 12TH June 1995

Nationality: Indian

Father's Name: Sasidharan M.V

Gender: Male

Marital Status: Single

Languages: English, Hindi, Malayalam

## **DECLARATION**

I hereby declare that the above mentioned information are correct to the best of my knowledge and believe.

Date :  
Place : Ajman

Krishnaprasad M.S