



LEKSHMI PRASAD

Detail-oriented accounting professional with experience in a deadline-driven environment and preparing itemized statements, bills, and invoices. Proficient at resolving discrepancies in billing records, and skilled at evaluating and updating credit files, interacting with clients to address issues. Presently seeking to work with a reputed organization that allows me utilize my skills and knowledge to the maximum and to contribute to the growth of organization and grow with it.

// CONTACT

📍 Address: DUBAI, UAE

📞 Phone: +971 561136567

✉ Email: lekshmiprasad490@gmail.com

// PERSONAL DETAILS

DOB : 08/04/1998
Nationality : Indian
Marital Status : Married

// KEY SKILLS

- ▶ Leadership
- ▶ Team work
- ▶ Problem Solving & Analytical Skills
- ▶ Flexibility
- ▶ Financial Reports
- ▶ Customer relations.
- ▶ Excellent Communication Skills
- ▶ Administration Skills
- ▶ Organization Skills
- ▶ Critical Thinking
- ▶ Emotional Intelligence
- ▶ Time Management

// LANGUAGES KNOWN

- ▶ English
- ▶ Hindi
- ▶ Malayalam

// SKILLS

- ▶ Tally
- ▶ MS Word
- ▶ MS Excel

// EXPERIENCES

● ACCOUNTANT CUM BILLING STAFF

EAGLE AQUA ENGINEERS Jun 2022 to Present

- ▶ Creating and issuing invoices to customers.
- ▶ Processing credit memos.
- ▶ Preparing account statements for customers.
- ▶ Following up on outstanding payments and answering customer queries.
- ▶ Monitoring all payments and preparing monthly billing reports.
- ▶ Managing account balances and resolving inconsistencies.
- ▶ Assisting the accounting department with the preparation of financial reports.

● CUSTOMER RELATION EXECUTIVE

MUTHOOT FINCORP Oct 2021 to Apr 2022

- ▶ Overseeing the customer service process.
- ▶ Resolving customer complaints brought to your attention quickly and efficiently.
- ▶ Keeping customers update on the latest products in order to increase sales.
- ▶ Meeting with managers in organisation to plan strategically.
- ▶ Creating policies and procedures.
- ▶ Conducting quality assurance surveys with customers.

// EDUCATION

2022

- **B.COM (CO-OPERATION)**
SN COLLEGE, KOLLAM
IGNOU

2016

- **HIGHER SECONDARY (COMMERCE)**
The Chapter College, KOLLAM
Kerala, India

2014

- **HIGH SCHOOL EDUCATION**
Vimala Hridaya GHSS
Kerala State Board of Public Examinations

// DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

LEKSHMI PRASAD