



PRANAV K.P

ACCOUNTANT

To make an excellent career from an opportunity of joining in an organization where I can Work for the growth and the expansion of the organization besides improving myself.

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📍 Al Nahda dubai

PERSONAL DETIALS

Father's Name : Pradeepan K V

Date of Birth : 23/03/1995

Nationality : Indian

Gender : Male

Marital Status : Single

SKILLS

Negotiation

Problem Solving

Tax Audit & returns

Teamwork

Analytical Skills

Time Management

Communication

Collaboration

Inventory Management

GST Filling

Payroll Management

Manual & Computerized Accounting

WORK EXPERIENCE

ACCOUNTANT

Swastha Distributors (Surgical Firm) - Kerala, India
01-03-2020 to 31-03-2023

- Record and update financial transactions with precision, ensuring the integrity and completeness of the company's financial records.
- Maintain organized and up-to-date ledgers, reconciling accounts regularly to identify and rectify discrepancies.
- Process vendor invoices promptly, verifying accuracy and ensuring adherence to payment terms.
- Manage and reconcile customer accounts, promptly addressing discrepancies and facilitating the timely collection of receivables.
- Perform monthly bank reconciliations to ensure the accuracy of financial statements and promptly address any discrepancies.
- Track and categorize company expenses accurately, preparing comprehensive reports for management review.
- Communicate with vendors and clients to resolve financial inquiries and issues promptly.
- Proficient in Microsoft Excel for data analysis, reporting, and reconciliation purposes.
- Ensure compliance with company policies and industry regulations in all financial transactions and documentation.
- Assist in internal and external audits, providing necessary documentation and explanations as required.

EDUCATION

GRADUATION IN B.COM

Co.operative Arts & Science College, Kerala, India

University of Calicut 2016

HIGHER SECONDARY

Chaldean Syrian College, Thrissur, Kerala, India

HSE -2013

SSLC

SRKGVMHSS, Thrissur, Kerala,India.

Kerala Board of Public Examination -2011

ACCOUNT ASSISTANT

Vasan & Wales, Chartered Accountants - Kerala, India
04-04-2018 to 31-01-2019

- Prepare and analyze monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with GAAP standards.
- Present financial statements to management, offering insights and recommendations for improvement.
- Conduct in-depth financial analysis to identify trends, forecast future financial performance, and present findings to executive leadership.
- Oversee internal and external audits, ensuring compliance with regulatory requirements.
- Manage the full cycle of accounts payable and receivable, including invoice processing, vendor communication, and timely collections.

SOFT SKILLS

TALLY ERP 9



TALLY PRIME



MS OFFICE



- Trained junior staff in utilizing accounting software, improving overall department efficiency.
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- Update accounts receivable and issue invoices
- Act as backup accounts payable
- Assist in completing audits

ADDITIONAL EDUCATION

Higher Diploma in Manual and
Computerized Accounting

Diploma in Paratical accounting GST &
GCC VAT (STED COUNCIL)

LANGUAGES

ENGLISH

MALYALAM

HINDI

DECLARATION

I do here by declare that the above information given by me is true and correct to best of my knowledge and belief. I also assure complete dedication and hard work towards the organization if provided an opportunity.

DATE : February 2024

PLACE : UAE

PRANAV K P