From: PRANAVAM M

## Sub: Application for the post of ACCOUNTS MANAGER/FINANCE

Respected Sir,

I the Undersigned would like to apply for the above mentioned post in your prestigious organization and would highly oblige if considered for the same.

My excellent works knowledge & communication skills, my ability to win over people and my ability to handle and learn any kind of task easily will make me stand apart from other candidates.

I assume of my capabilities and my willingness to carry out the job efficiently and if given an opportunity I would try to prove worthy of my choice.

Thanking you,

Yours faithfully,

(PRANAVAM M)

The relevant details are enclosed in my curriculum vitae.

CARRICULUM VITAE 

PRANAVAM.M

Email: [pranavmf@gmail.com](mailto:pranavmf@gmail.com)

Cell : +919567161421

***CAREER OBJECTIVE***

Seeking a challenging Accounts position in an organization where I can effectively apply my professional experience in accounts and management qualifications to benefit the organization and also strengthen my career. I am confident that I can adapt myself to a fast paced and challenging business environment.

***PROFESSIONAL EXPERIENCE***

* **Organization : Johns Biwheelers (HONDA Dealership), Thrissur**

**Designation : Asst.Accounts Manager**

**Duration : 2 Years (From Oct 2020 to Continuing)**

Duties and Responsibilities:

* Accounts operations.
* Receivables tracking.
* Monthly P&L preparation and review.
* Meeting statutory requirements.
* **Organization : HP Continental Bi-Wheelers Pvt Ltd (TATA Dealership), Perinthalmanna**

**Designation : Accounts Manager**

**Duration : 2 Years (From May 2018 to Aug 2020)**

Duties and Responsibilities:

* Accounts and finance operation.
* Inventory handling.
* Monthly P&L preparation and sales/service reviews.
* Meeting statutory requirements.
* Overall control on showroom operations.
* Accounts finalization and audit requirements.
* Cost controls and effective plans
* **Organization : Active Designs Pvt Ltd**

**Designation : Senior Accountant / Accounts Head**

**Duration : 4 months (From Jan 2018 to April 2018)**

Duties and Responsibilities:

* Fund inflow and outflow management.
* Daily MIS preparation and reporting to MD.
* Overall control on purchase department.
* GSTR, TDS data preparation and filing.
* Deal with departments.
* Maintain statutory files and records.
* Cash and Bank management.
* Oversee on day to day accounting works activities, etc….
* **Organization : Paulantony Builders & Developers Pvt Ltd, Aluva-Ernakulam**

**Designation : Senior Accountant (Accounts Head)**

**Duration : 9 Months (From April 2017 to Dec 2017)**

Duties and Responsibilities:

* Manage and oversee the daily operations of accounting department including month end process, accounts payables/receivables, cash receipts, general ledgers, payroll preparation, revenue and expenditure analysis, bank reconciliation, intercompany reconciliation
* GST and TDS calculation
* Monitor and analyze and produce financial reports or statements
* Improves systems and procedures and initiative corrective actions
* Responsible for all accounting activity
* Establish and maintain fiscal files and records to document transactions etc.
* **Organization : Gallop Shipping Co. L.L.C, Dubai- U.A.E**

***Designation : Accountant***

**Duration : 2Years (From Feb-2015 to Feb-2017)**

Duties and Responsibilities:

* *Preparation of cashbook on daily basis and tally the physical cash with cashbook balance*
* *Reconciliation of Bank/Branch Accounts on monthly basis*
* *Handling cash dealings and transfer the cash branch to branch.*
* *Check monthly payroll and salary.*
* **Organization : KVR Autocars Pvt Ltd, Perinthalmanna (Maruti Suzuki Dealership)**

***Designation : Accountant***

**Duration : 2 Years (Jan-2013to Jan-2015)**

Duties and Responsibilities:

* Maintaining files for releasing the vehicles to the customers
* Keeping Tally records
* Handling Auditors for smooth running of the business
* Debtors handling
* Bank reconciliation, etc.

***ACADEMIC QUALIFICATION***

* **Master of Business Administration (2010-2012)**

Anna University, Chennai- India

Specialization: Finance and Marketing Management

Institute: Dhanalakshmi Srinivasan Engineering Collage

GPGA : 7.6

* **Bachelor of Commerce with Co-operation (2008-2010)**

Calicut University, Kerala- India

Specialization: Commerce

Institute : S.N.G.S Collage, Kerala- India

GPGA : 5

***INDUSTRIAL EXPOSURE***

* A three months Internship program at MALABAR SPINNING AND WEAVING MILLS, Calicut, Kerala

Project Title- ASSET AND LIABILITY MANAGEMENT

***QUALITATIVE SKILLS***

* Extremely bright academic records with absolute performance consistency.
* Good tally knowledge and experience in Tally.
* Thorough understanding of the fundamental principles of business administration and their practical usage.
* Highly organized thought process and well-structured problem dealing attitude with an edge of innovativeness.
* Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
* Very strong in handling the MS office tools and web search tools.

***COMPUTER PROFICIENCEY***

* Office Management: ERP, Tally ERP9,Wings, MS Office
* Image Editing : Adobe Photoshop

***STRENGTH***

* Quick learning of new initiatives, responsible, & adaptive.
* Ability to meet deadline through effective time management.
* Able to work efficiently in both self-directed and team oriented environment.
* Ability to meet multi-task jobs.
* Comprehensive problem solving ability.

***LANGUAGE***

* Fluency in English, Malayalam, Hindi & Tamil languages.

***PERSONAL DETAILS***

Father’s Name : Ramankutty M

Mother’s Name : Sathidevi A

Date of birth : 25/05/1990

Marital status : Married

Nationality : Indian

Gender : Male

Driving License : Yes (India*)*

***DECLARATION***

I hereby declare that all the above information given by me is true to the best of my knowledge and belief.

PRANAVAM M

Place: Thrissur

Date: 10/06/2023