



PRASANTH BABURAJ
ACCOUNTANT / DOCUMENTATION

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PROFILE

EDUCATION

An experienced and driven professional with 8 years of expertise in accounting, administrative functions, documentation, and quality inspection. Skilled in managing financial records, improving operational procedures, ensuring quality standards, and providing effective administrative support. I am seeking a challenging role in a growth-oriented organization where I can utilize my skills to drive efficiency, accuracy, and excellence across multiple business functions.

- 2014
MG UNIVERSITY
- Bachelor of Commerce
- 2011
MD SEMINARY HIGHER SECONDARY SCHOOL
- Higher Secondary Education

WORK EXPERIENCE

SKILLS

- 2022 - 2024
Saverglass LLC, Ras Al Khaimah, UAE
ACCOUNTING ASSISTANT
- Entered financial transactions into accounting software with precision.
 - Organized and maintained financial records, including invoices, receipts, and bank statements.
 - Assisted in reconciling bank statements with accounting records.
 - Kept financial documents organized and accessible.
 - Assisted in the preparation and processing of employees' payroll.
 - Contributed to preparing financial reports, such as balance sheets and income statements.
 - Helped prepare documents and records for financial audits.
 - Handled routine inquiries from clients, vendors, or other departments related to accounting matters.
 - Ensured financial records compliance with legal and company standards.
 - Proposed management on financial planning and risk management, contributing to strategic decision-making.
 - Managed financial accounts, reconciled bank statements, and monitored cash flow to maintain accurate records.

- Team Worker
- Able to work under pressure
- Shift handler
- Regulatory compliance awareness
- Strong work ethic
- Active learning

DETAILS

DOB: 04 - May – 1993
Marital Status: Married
Visa Status: Cancelled Visa
Nationality: Indian
License: UAE Driving License

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi (Basic)

■ 2018 - 2022

Saverglass LLC, Ras Al Khaimah, UAE

DOCUMENT AND ADMIN CONTROLLER

- Managed and organized all official documents, ensuring compliance with regulatory requirements and company policies.
- Developed and maintained an efficient filing system (both digital and physical), allowing for quick retrieval and minimizing document loss or misplacement.
- Ensured document version control and tracked the status of approvals, revisions, and updates.
- Coordinated office operations, overseeing office supplies, equipment, and administrative tasks to support smooth day-to-day activities.
- Handled incoming and outgoing correspondence, including phone calls, emails, and internal memos, directing them to the appropriate personnel or department.
- Organized meetings, appointments, and travel arrangements for management and other departments, ensuring efficient scheduling and logistics.
- Supported various departments with document preparation, report generation, and presentation formatting to ensure timely and accurate delivery of business information.
- Managed vendor relationships, including procurement and ensuring timely delivery of supplies and services.
- Assisted in employee documentation, maintaining accurate records for HR-related processes such as onboarding, leave management, and employee files.
- Provided quality control over documents to ensure accuracy, completeness, and adherence to company standards, contributing to improved operational efficiency.
- Coordinated with cross-functional teams to ensure smooth internal communication and proper management of all administrative functions.

■ 2015 - 2018

Saverglass LLC, Ras Al Khaimah, UAE

QUALITY VISUAL INSPECTOR

- Inspect products to ensure that they meet quality standards.
- Ensure products meet customer expectations based on company objectives.
- Communicate the results of inspections and put forward corrective suggestions to the production department.
- Thoroughly examine the plans, specifications, and blueprints to understand the product requirements.
- Reject all defective bottles that fail to meet quality expectations and report the issue to the production department as soon as possible.
- Prepare documentation of the inspection process, which includes detailed reports and performance records.
- Recommend improvement measures to the production process to ensure quality control standards are met.
- Guide the production team about the quality control issues to enhance the quality of the product.
- Evaluate production processes for compliance with quality requirements.
- Identify processes, situations, etc., where the organization is meeting requirements, as well as identify.

■ **2014 - 2015**

MK Motors, Kerala, India

ACCOUNTS ASSISTANT

- Processing of vendor invoices.
- Handled postpaid sales.
- Updated reports in the system.
- Assist payroll processing.
- Preparing sales and financial reports.
- Handled stocks and purchases.
- Bank Reconciliation Statements.

C E R T I F I C A T E S

- Diploma in Quality Management System

S O F T W A R E

- Tally, MS Office, and MPL Soft (PALM)

A C K N O W L E D G E M E N T

I certify that the information provided in this resume is true and accurate to the best of my knowledge.