

PRAJITHA PRASANNAN

ACCOUNTANT

+971565663216
prajitha.galeena@gmail.com

CAREER OBJECTIVE

Seeking a career oriented position in a progressive organization where my professional experiences and academic knowledge will enable me to make significant contributions and where I will have an opportunity for personal development.

WORK EXPERIENCE

Dec 2021 – Dec 2023 SENIOR ACCOUNTANT AT INTERNATIONAL FOUNDATION FOR AYURVEDA AND YOGA RESEARCH AND TRAINING TRUST HOSPITAL, ERANAKULAM

July 2020- Nov 2021 ACCOUNTANT AT TRACK 2 GREEN PVT LTD, ERNAKULAM

May 2015- Aug 2018 ACCOUNTANT AT M/S SIVAPRASAD & ASSOCIATES CHARTERED ACCOUNTANT, ALAPPUZHA

DUTIES AND RESPONSIBILITIES

- Create financial reports, analyze, examine and interpret records, reconcile report and financial data.
- Process journal entries and perform correction to ensure accurate records.
- Handling day to day financial closing.
- Ensure timely bank payments
- Co-ordinate with various parties for signing financial contracts and agreements, with thorough adherence of legal issues.
- Preparation of logistics account reports and properly forwarding them to higher authorities
- Manage balance sheets and profit/loss statements
- Prepare company accounts and VAT returns.
- Supporting clients' tax filings by collecting and analyzing financial or operational information and preparing supporting work papers.
- Facilitating clients' unclaimed property efforts by gathering relevant information, performing due diligence and completing state filings.
- Supporting other accounting and tax efforts to meet federal, state, local, or international tax requirements.
- Gathering, reviewing, and analyzing financial and operational information for a wide variety of international, federal or state tax filings and collaborates with other areas of the Controller's office and departments on various reconciliation projects.
- Assist in the performance of departmental administrative functions.

FUNCTIONAL SKILLS

- Standards of accounting
- Knowledge of regulatory standards
- General business knowledge
- Software proficiency
- Data analysis
- Attention to detail
- Effective communication
- Critical thinking
- Problem-solving
- Prioritizing
- Service orientation

PROFESSIONAL TRAININGS

- Tally
- SAP

COMPUTER SKILLS

- Operating Systems: Windows 2000, Windows XP, Windows 8
- Office Package: Microsoft Word, Excel, PowerPoint.

EDUCATION AND ACHIEVEMENT

- 2015 **M.COM(ACCOUNTING AND FINANCE),**
 • ANNAMALAI UNIVERSITY
- 2012 **B.COM(COMPUTER APPLICATION), UNIVERSITY INSTITUTE OF TECHNOLOGY,**
 ALAPPUZHA
 • Kerala University
- 2009 **HSE – COMMERCE , SNMHSS,ALAPPUZHA**
 • Kerala State Board
- 2007 **SSLC, SNMHSS,ALAPPUZHA**
 • Kerala State Board

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth : 17/05/1991
- Nationality : Indian
- Passport No : S8952080

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Dubai

Yours Sincerely
Prajitha Prasannan