



PRNAV.A

PROFESSIONAL EXPERIENCE

Versatile professional with a unique blend of expertise in accounts roles. A meticulous Accountant known for maintaining accuracy and efficiency in business accounts. Proficient in utilizing Tally Prime software for day to day business transactions. Known for precision in financial reporting, budget analysis, and reconciliations, I bring a proven ability to ensure the accuracy and integrity of financial data. Proficient in utilizing accounting software and adept at implementing efficient financial processes. Skilled in market analysis, product positioning, and negotiation.

 +971 0561535944

 pranavpremarajan987@g
mail.com

 Sarovaram, Panonneri,
P.O Kadachira, Kannur
670621 Kerala, India

VISA STATUS (VISITING VISA)

Valid from: July -16 to Sep -11

SKILLS

- Bookkeeping
- Tax Filing
- Time Management
- Data Analysis
- Attention to detail
- Adaptability
- Multitasking
- Quick Learner

LANGUAGES

- English
- Malayalam
- Hindi

SOFTWARE PROFICIENCIES

- Tally ERP.9
- MS Word
- MS Excel
- Marg ERP.9

WORK EXPERIENCE

ASHRAF TRADERS (Office Staff)

May-2023 to April-2024

- Maintain and clean the office machine and equipment
- Check the availability of the goods and quality of product
- Maintain the files and documents
- Issuing bills, receipts and invoices

S.H. ASSOCIATES (Assistant Accountant)

Feb 2022 to April 2023

- Record day to day financial transactions and complete the posting process
- Maintain accurate and up to date general ledger account
- Tax filing and GST Reconciliation

K.K ASSOCIATES (Junior Accountant)

April 2021 to September 2021

- Assisting in financial accounts
- Reconcile bank statement and resolve any discrepancy
- Monitor cash balance and report any irregularities

ACADEMIC CREDENTIALS

B.Com Co-operation, 2017-2020

Kannur University, India

Higher Secondary, 2017(PLUS 2 COMMERCE)

Chala Higher Secondary School, Kerala

High School, 2015(10th)

Chala Higher Secondary School, Kerala

DECLARATION

I hearby declared 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 particular.