



# PRANAV.A

## ACCOUNTANT

### PROFESSIONAL EXPERIENCE

Versatile professional with a unique blend of expertise in both data entry and accounts roles. A meticulous Data Entry Operator known for maintaining accuracy and efficiency in data management processes. Proficient in utilizing data entry software, verifying information, and ensuring data integrity. 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.

### WORK EXPERIENCE

#### 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

#### 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

### 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.

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### SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- Cost Reduction Management
- Public Accounting
- Business Budgeting
- Business Assessments

### LANGUAGES

- English
- Malayalam
- Hindi

### SOFTWARE PROFICIENCIES

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

### VISA STATUS (VISITING VISA)

Valid from: May-16 to July-16