



PRASANTH.K

VISA STATUS

✓ Visiting Visa

CONTACT

📞 : +971 56 569 7759

Whatsapp : +91-9567575026

✉ prasanthkurunghat07@gmail.com

HOME ADDRESS

Manathanath House
Kokkur post
Malappuram Dist.
Kerala-India
Pin:679591

PASSPORT DETAILS

Passport No : T 9612976

Date of Issue : 25.10.2019

Date of Expire : 24.10.2029

Place of Issue : Malappuram

HIGHLIGHTS OF SKILLS

Data Management

Data Analyse

Inventory Control

Accounting Entries

Bank Reconciliation

Accounts Payables

Accounts Receivables

Finalizing Accounts

SUMMARY

To build up a successful career with some meaningful achievements by taking up challenging task and executing with dignity and sincerity in an institution which provides a friendly atmosphere for career growth and recognition.

WORK EXPERIENCE

ACCOUNTANT

NANDILATH G-MART

CALICUT, KERALA, INDIA

July - 2021 to Oct-2023

(1-Year)

Key Responsibilities

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements Purchase & Sales Entry.

DATA ENTRY OPERATOR

TVS SUNDARAM CLAY TON Pvt.Ltd

CHENNAI, THAMILNADU, INDIA

JAN-2017 MAY 2021

(4-Year)

DATA ENTRY OPERATOR

WHEELS INDIA Pvt.Ltd

CHENNAI, THAMILNADU, INDIA

NOV-2013 DEC 2016

(3-Year)

Key Responsibilities

- Prepares, compiles, and sorts documents for data entry
- Entered and verified alphanumeric data from a various sources, paper-based, electronic and phone, into a computer database.
- Resolved problems related to correct data entry procedures.
- Verifies and logs receipt of data.
- Transcribed, entered and verified various alphanumeric data onto an on-line, batch mode and personal computer system.
- Maintained files, records and chronologies of entry activities, some moderately complex in nature.

INVENTORY EXECUTIVE

INEVITABLE MARKETING LTD

PERINTHALMANNA, KERALA, INDIA

JAN-2011 OCT 2013

(2-Year)

Key Responsibilities

- Maintaining and updating records.
- Counting materials, equipment, merchandise, or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Developing or improving upon inventory management procedures.
- Stocking and distributing supplies, equipment or merchandise.
- Compiling balance, price and cost reports.

PERSONAL SKILLS

Leadership



Communication



Self-motivation



Decision Making



Team Management



ACCOUNTANT

JAN-2008 DEC 2010

AMINAS HYPERMARKET

(2-Year)

CHANGARAMKULAM,KERALA,INDIA

Key Responsibilities

- Purchase & Sales Entry.
- Maintain payroll, Muster roll.
- Maintain accounts payable & receivable.
- Voucher Entries.
- Maintain Cash Book, Bank Book .
- Assist accounts manager to finalize the books of accounts.

EDUCATIONAL QUALIFICATION

B Com (Doing)

Plus Two (Board of Highter Secondary)

SSLC (Board of kerala education)

IT SKILLS

SAP

MS office

Tally ERP-9

LANGUAGE KNOWN

English

Hindi

Tamil

Malayalam

PERSONAL DETAILS

Date of birth - 5-May-1987

Father Name - Sivasankaran Nair

Gender - Male

Nationality - Indian

Marital Status - Single

Religion - Hindu

DECLARATION

The above information is true to the best of my knowledge and belief. I assure that I will perform my duty and meet the organizational requirement sincerely and to the satisfaction of my superiors if I may be given an opportunity to work in your esteemed concern.

Yours Sincerely,
PRASANTH K

Place:Sharjah

Date: