

**ACCOUNTANT**  
(SAP, TALLY, MS OFFICE)

**PRAVEEN RAJ S**  
[praveenrajstvm@gmail.com](mailto:praveenrajstvm@gmail.com)  
**+91 8714258771**



## COVER LETTER

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Respected Sir,

With all due respect I take this opportunity to introduce myself to your esteemed organization. I, PRAVEEN RAJ S as Bachelor of Commerce, have been looking forward to associate myself with a progressive and professional organization where there is growth and potential for realization of a person's abilities and skills.

I have a very keen flair and I guess all the required attributes of making it big in your organization. Ability to adapt, willingness to learn when required, industrious, punctuality and team work are the few key factors that I possess, which I am sure would go a long way in making my skills better. Finally, while thanking you for your kind perusal, if given an opportunity, I assure you of quality service to the best of my ability and contribution in building the reputation of my employer regardless of any constraints.

Thanking You.

Yours Sincerely

PRAVEEN RAJ S

## CAREER OBJECTIVE

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Seeking employment with a company where I can use my talents and skills to grow the company.

## SKILLS

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Proficient in operating accounting computer software such as Advanced Tally Prime, SAP Business One.

Exceptional knowledge of mathematical concepts, accounting and finance topics, tax code, bank reconciliation and banking principles.

Excellent communication skills when writing reports or memos or when speaking in front of a group of people during a presentation.

## EXPERIENCE

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Jan 2022 – Still  
(TVM, KERALA)

**NANDILATH GMART (ELECTRICALS&HOME APPLIANCES)**  
**SENIOR ACCOUNTANT (SAP, MS OFFICE)**

Nov-2019 – Dec 2021  
(BAHRAIN, MANAMA)

**NESTO HYPERMARKET (FMCG)**  
**ACCOUNTANT CUM INVENTORY (SAP, MS OFFICE)**

Oct-2017 – Oct 2019  
(SHARJAH, UAE)

**KM HYPERMARKET L.L.C (FMCG)**  
**ACCOUNTANT CUM INVENTORY (SAP, MS OFFICE)**

Aug-2015 – Sep 2017  
(TVM, KERALA)

**CONCEPT BIKES (ROYAL ENFIELD BIKES)**  
**ACCOUNTANT CUM CASHIER (TALLY ERP9, MS OFFICE)**

Jan-2013 – July 2015  
(MUMBAI, INDIA)

**SANTHIGIRI (AYURVEDA & SIDHA HEALTHCARE CENTER)**  
**ACCOUNTANT CUM CASHIER (TALLY ERP9, MS OFFICE)**

## ACADEMIC QUALIFICATION

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Qualification	Board/University	Year of Passing	Percentage
SSLC	Kerala State Board	03/ 2007	73%
Plus Two (Commerce)	Kerala State Board	03/ 2009	67%
B. Com (Co-Operation)	Kerala University	09/2012	55%

## HOBBIES

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Travelling, Music, Reading

## LANGUAGES KNOWN

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Languages	Speak	Read	Write
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓

## COMPUTER KNOWLEDGE

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- Proficient in computer.
- Knowledge of **ERP (Enterprise Resource Plan)**  
(**CMS & SMS – Central Management System & Store Management System**)
- Knowledge of **TALLY PRIME & SAP**  
(Software handles Accounting, Inventory Management, Tax Management, Payroll etc.)
- Proficient in MS Office (Excel, PowerPoint, Word)
- Internet, E-mail, Outlook.

**PERSONAL BIOGRAPHY**

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Name	<b>PRAVEEN RAJ S</b>
Father’s Name	Selvaraj A
Mother’s Name	Mallika P
Date of Birth	07/04/1992
Address	Praveen Nivas Govt. Hospital Road Vamanapuram P.O. Trivandrum 695606
Gender	Male
Marital Status	Married
Religion & Caste	Hindu, Viswakarma
Nationality	Indian
PAN Number	EPK PS 7936 L

**DECLARATION**

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I hereby declare that the above mentioned and particulars are true and correct to the best of my knowledge and belief. Hoping for a good news. Thank You.

Place: **KERALA, INDIA**

Date: **PRAVEEN RAJ S**