

## CURRICULUM VITAE

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### CAREER OBJECTIVE

To be in a position that provides opportunities to keep abreast with the latest development in technologies, where my capabilities can be exploited for the growth of the company and provides ample scope for career growth.

### PERSONAL PROFILE SUMMARY

- ✓ **1 Year 2 Months** experience in Sales & Marketing. (Logistics Field)
- ✓ **5+ Years'** experience in Accounting, Costing & Store Management.
- ✓ Well versed in all computer applications required for a good career.
- ✓ Well experienced in ERP, **Tally, Peachtree & Focus Accounting Software.**
- ✓ Well efficient to take care of multiple tasks at a time.

### PROFESSIONAL EXPERIENCE

#### ❖ **Fosten Shipping Services LLC, Dubai**

The company is a Freight forwarding company, offering Logistics, freight forwarding services and customs clearance, warehousing & Transportation etc.

**Position: Sales & Marketing Executive**  
**March 2022 – April 2023**

#### Responsibilities

- Target Oriented Sales
- Coordination with Office tasks, clearance duties
- Conduct Client Meetings
- Follow up payments & collections.

#### ❖ **Hepta Water Proofing & Thermal Insulation LLC, Dubai**

The Company is taking care of supplies and subcontracts of waterproofing and thermal insulation in various applications varying from buildings to infrastructure projects...

**Position: Accountant**  
**December 2020 – December 2021**

### Responsibilities

- Bank reconciliation
- Payable and receivable reconciliation
- Follow-up of receivables by client meetings.
- Coordination with stores and procurement.

## ❖ **International Printing Stationery & Trading Co, Doha Qatar.**

The Company was taking care of printing and stationery for a wide range of business sectors in Qatar including the corporates such as Alshaya Group.

**Position: Accounts Executive**  
**November 2016 – July 2020**

### Responsibilities

- Costing
  - Workout Costing for each order.
  - Monthly customer wise margin analysis
  - Pricing to meet the customer requirements and negotiations.
- Accounting
  - Invoice Entry in the Accounting Software
  - Verification of the expense invoices
  - Assisting to the Manager
  - Preparation of month end closing reports
  - Accuracy in the Accounting of Transactions
  - Reconcile Statements to ensure that any outstanding items are paid
  - Reconciliation of Bank statement
  - Prepare Overdue Statements
  - Making Necessary entries in each Packages
- Account Receivables
  - Sales Invoice Accounting
  - Rechecking of all the Memo Billing Entries
  - Rechecking all the credits and Memo returns entries.
  - Bank Deposit Entries on daily basis
  - Follow up for approval related invoices.
  - Follow up with customers for cheque related queries.
  - Checking Trial Balance of key accounts
  - Cheque Receipt Entries
- Account Payables
  - Setup and maintenance of vendor database
  - Daily interaction with Vendors
  - Working of Commission
  - Maintain Petty Cash Book / Vouchers
  - Update Petty Cash Book on daily basis
  - Verification of expenses, bills & vouchers

### ❖ **Sangrose Laboratories Private Ltd Mavelikkara, India**

Sangrose Laboratories is an industry leader for the manufacturing of various pharmaceutical products that partners with the World Health Organization (WHO) for its Leprosy Eradication Program.

**Position: Accountant**  
**January 2016 – October 2016**

#### Responsibilities

- Sales Invoice Accounting
- Rechecking of all the Memo Billing Entries
- Rechecking all the credits and Memo returns entries
- Bank Deposit Entries on daily basis
- Follow up for approval related invoices.
- Follow up with customers for cheque related queries.
- Checking Trial Balance of key accounts

### ❖ **ABT Parcel Service Coimbatore, India**

ABT Parcel Service is a courier company that has more than 500 stations spreading across eight states in India. I was privileged to be selected as a Management Trainee during the campus selection conducted during my master's at NGM Arts and Science College, Coimbatore, India. I could familiarize with the Matrix organization structure of the business and could familiarize with the overall operations challenges and competitive nature of Courier services, right from marketing to collection of parcel and delivery, invoicing, and collection of funds.

**Position: Management Trainee**  
**June 2015 – December 2015**

### ❖ **SP Electricals and Traders, Kudassanad, Pandalam, India**

Family Business, where I could familiarize with all the construction related **Electrical, Plumbing and Civil** manufacturing materials and consumable and study the basics of store management and Accounting.

**Position: Store Assistant**  
**2009-2012**

## **EDUCATION**

- **Master of Commerce (M.com)**
  - Specialization- Finance
  - University- Bharathiar University, Coimbatore, India.
  - Period- 2013-2015
- **Bachelor of Commerce (B.com)**
  - Specialization- Co-operation
  - University- Kerala University, Kerala India
  - Period- 2009-2012

- **Advanced Diploma in Tally ERP with Payroll and Accounting**
  - College- Professional Studies Pandalam, Kerala, India
  - Period- 2012
- **Higher Secondary Education**
  - School – MG Higher secondary School, Thumpamon, Kerala, India.
  - Period – 2007-2009
- **Secondary School (SSLC)**
  - School – NSS High School, Kudassanad, Kerala, India.
  - Period – March 2007

## PERSONAL INFORMATION

Date of Birth : 05.11.1991  
 Marital Status : Married  
 Nationality : Indian  
 Languages Known : English, Hindi, Malayalam & Tamil  
 Passport No : V2919880  
 Driving License : UAE, Qatar, India  
 Present Location : Dubai, UAE  
 Visa Status : Visit Visa (Valid Till 08 Oct 2023)

## REFERENCE

Basil John (QS)  
 Alemco Electromechanical Contracting  
 Dubai- UAE  
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I hereby declare that the details furnished above are true to the best of my knowledge and belief.

**Prijin K Pappachen**