



Siva Prasad

Date of birth: 05/09/1994 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

(+971) 0501303846 (Mobile) | **Email address:** sivap1202@gmail.com |

Address: India (Home)

● ABOUT ME

I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives. I always seek to achieve a high standard in whatever work I undertake. I am well organised with a clear and positive approach to problem solving.

● WORK EXPERIENCE

10/07/2017 – 28/08/2019 MALAPPURAM, India

STOREKEEPER HAFEED RAHMAN

1. Receive and forward all goods and deliveries in and out of the hotel to the correct point of storage area.
2. Able to follow standards for issuing and receiving stock within the store's area of operation.
3. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
4. Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
5. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
6. Refuse acceptance of damaged, unacceptable, or incorrect items.

Address White family restaurant,, Calicut road, puthanathani , 676552, MALAPPURAM, India

01/09/2019 – 20/04/2023 MALAPPURAM, India

ACCOUNTING ASSISTANT HAFEED RAHMAN

1. Managing the accounts payable and accounts receivable for the business.
2. Prepared financial report and statements, such as income statement and balance sheet.
3. Support to the accounting department by filing documents and reconciling accounts.
4. Reconciled bank and investment accounts monthly.

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● EDUCATION AND TRAINING

2010 – 2012 THRISSUR, India

PLUS TWO PRATHIBHA COLLEGE

2009 – 2010 THRISSUR, India

SSLC GHSE VARAVOOR

2013 THRISSUR, India

TALLY KNOW HOW Computer Academy

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	C2	C2	C2
ENGLISH	C1	C1	B1	B1	C1
TAMIL	C1	A1	B2	B1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

accounting software Tally | TALLY ERP 9,GST | Microsoft Office (Word , Excel and Power Point)