

Keerthi Prasannan

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PROFILE SUMMARY

- **4 years of experience in Accounts, 3 years' experience in storekeeping and 6 years of Sales**
- Recently associated with Aero Modern Shipping LLC Dubai, as an Accountant.
- Hands on experience in Accounts payable & Receivable, Invoicing, other accounting transactions and Sales.
- Excellent Experience in **pos, diamond, MS Office** and other Operating programs.

KEY SKILLS

- Accounts Receivable
- Invoicing
- VAT
- Bank Reconciliation
- Accounts Payables
- MS Office, Excel
- POS & Diamond
- TALLY
- Payroll
- Petty Cash
- Admin

Aero Modern Shipping Services LLC (July 2021-June 2022)

Accountant cum Admin

- Responsible for Finance operations of a leading Logistics Company in UAE.
- Maintain accounts books up to date by processing entries in system and keeps the records.
- Reconcile bank statements and general ledger on daily basis and submitting monthly report to Management.
- Managing and maintaining petty cash for logistics operations as well as for petty expenses for the Office.
- Preparing ageing report of debtors & creditors on monthly and submitting to management & follow Upping for collection of receivables.
- Preparing and submitting outstanding payable details to management for making aged payments.
- Performing job auditing after completion of particular job completed by the operations team.
- Filing vat return on quarterly.
- Preparing & submitting WPS to management.
- Preparing and submitting MIS report to management when demanded.
- Direct interaction with client for query resolution and monthly meeting for ageing analysis.

Indian Excellent School, Sharjah (January 2021-June 2021) Temporary Post

Administration

- Coordinating with the different department for the smooth running of daily work.
- Taking care of admissions of classes Kg1 – XII.
- Collecting all new students original documents for ministry approval & return back to the parents.
- Maintain TC file and entering to system.
- Maintain new admission student's details.
- Coordinating with management and HR for keeping records related to employees personal files.
- Coordinating and keeping students personal files.
- Attending enquiry through the telephone and forward to concerned department.
- Coordinating with Arabic Secretary for ministry related documents like TC, Conduct certificate and Registration of students every year.
- Coordinating with IT department for mark sheet preparation as per the parent's request.
- Taking care of transport department and arranging the transportation according to the class schedule.
- Handling and reporting to the parent's complaints.
- Checking staff absentees and inform section heads.
- Checking student's class absents and send messages and mail to parents.

- Maintain staff vaccination card details (covid-19)
- Maintain staff attendance details.

Royal View Hotel Ras Al Khaimah (September 2019-June-2020)

Purchaser, Inventory, Accounts Payable and Receivable

- Maintains all accounts payable transactions.
- Preparing all accounts payable in a single report and reporting it to the accounts head on the monthly basis.
- Maintain records of goods order and received.
- Update receivable by totaling unpaid invoices.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Monthly Payroll process.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Handling petty cash and updating. Verification of payment vouchers, receipts vouchers, sale bills and purchase bills from various firms.
- Employee's expense and claim settlement.
- Coordination with auditors during the Audit procedure.

Fresh Fruits Company, Bahrain (F M C G) (July 2015-july-2019)

Accounts Payable and Receivable, Inventory, Sales coordinator

- Maintains all accounts payable transactions.
- Preparing all accounts payable in a single report and reporting it to the accounts head on the monthly basis.
- Accounts receivable follow-up with customers.
- Issuing Invoices to customers.
- Maintaining the billing account statements.
- Performing accounts reconciliation.
- Maintaining accounts receivable files and records.
- Producing monthly financial and management report.
- Generate financial statements and reports detailing accounts receivable status,
- Generating invoices and account statements
- Monthly Payroll process.
- Handling petty cash and updating. Verification of payment vouchers, receipts vouchers, sale bills and purchase bills from various firms.
- Employee's expense and claim settlement.
- Coordination with auditors during the Audit procedure.

Sharjah Premiere Hotel and Resort, UAE (June 2011 - July, 2015)

Accounts Receivable, StoreKeeper, Front office cashier and outlet cashier

- Updates receivables by totaling unpaid invoices.
- Posts customer payments by recording cash, checks, and credit card transactions
- Preparing bills receivable, invoices and bank deposits
- Verify discrepancies by and resolve clients' billing issues
- Process accounts and incoming payments in compliance with financial policies and procedures

Mahindra Finance(May 2010 - June 2011)

Worked as a Customer Manager for 1 year in Mahindra Finance, India (Auto Loan)

- Attending trade exhibitions, conferences and meetings.
- Building and maintaining relationships with clients and key personnel within customer companies.

- Establishing new business
- Negotiating contracts and packages
- organizing sales visit.

Worked a Sales Co-Ordinator in F M C G India(september 2008-february2010)

Pharmaceutical company, India (June 2005 - July, 2008)

Medical-Representative for 3 years in **Pharmaceutical co.** India.

Driving License Number U A E: 207554

EDUCATION:

Bachelor in Business Administration (BBA) : 2005, M G University

Plus Two : 2002, Kerala Higher secondary Board.

SSLC : 2000 Kerala Board of Higher Education

PERSONAL DETAILS

Marital Status: Married

Nationality: Indian

Language: English, Hindi, Malayalam

PASSPORT DETAILS

Passport No: P 1966015

Date of issue: 24-11-2016

Date of Expiry: 23-11-2026

Place of Issue: Bahrain

Visa Status: Spouse Visa (Till **November-2032**)

DECLARATION :

I hereby declare that above details are true to the best of my knowledge.

Date : 01-01-2023