



PRANAV DAS V

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DUBAI, UAE

SUMMARY

To Pursue my career in a company that makes full utilization of my initiative, to work as part of team to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

PERSONAL DETAILS

- Date of Birth : 17-05-2000
- Gender : Male
- Nationality : India

SKILLS

- Tally Prime
- Accounting and bookkeeping
- Financial planning
- Customer relations
- Finance management
- Administrative support
- Invoice preparation
- Computer studies
- Friendly and polite
- Office supply management
- Multitasking ability
- Microsoft Excel
- Excellent organization
- Product demonstrations
- Excellent timekeeping
- Effective communication skills
- Brand awareness

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

WORK EXPERIENCE

ACCOUNTANT

ROY, KERALA, INDIA

MARCH 2022 - APRIL 2024

- Knowledge of Tally7.2&9.0 ERP & ERP Software.
- Maintain day to day entries in tally.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Helped departmental managers develop and optimize inventory controls.
- Generated financial statements documenting revenue, expenses and liabilities.
- Followed standard accounting procedures for accurate records.
- Account payable and receivable.
- Posted receipt to appropriate general ledger account.
- Researched and resolved accounts payable discrepancies.
- Process all cash receipts batches on a daily basis and facilitate the resolution of any problems encountered.
- Ensure customer pricing is accurate and reconciled to customer payments.

SALES EXECUTIVE | LOGISTICS ASSISTANT

AQUAGEM SHIPPING LLC

DUBAI | 2 MONTHS

- Provided warm, friendly greetings to customers, handling prescriptions and purchases efficiently.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.

SALES EXECUTIVE

NANDILATH G MART

KERALA, INDIA | 6 MONTHS

- Resolved customer queries using active listening and problem-solving skills.
- Worked flexibly across multiple customer access points.
- Assists in loading and unloading, sorting, and stocking, and packaging merchandise and orders.
- Responsible for the review, verification, and reconciliation of shipping documents.
- Provides support in completing paperwork and documentation.

EDUCATION

POST GRADUATION IN LOGISTICS AND SCM

B COM GRADUATION (2018-2021)

HIGHER SECONDARY (2016-2018)