

AMAL PRAKASH

ACADEMIC CREDENTIALS

- **Post-graduation**
Master of Business administration specialized in finance and hospital administration from Mangalore university
Between 2018-2020
- **Graduation**
Bachelor of commerce specialized in finance from Kannur university
Between 2014-2017



OBJECTIVE

To work in a healthy, innovative, and challenging environment extracting the best out of me in the field of accounting which is conducive to learn and grow at professional level

ADDRESS

Kunnoth meethal House
Pathayakkunnu post
Pathayakkunnu,
Kannur District
Kerala-670691

CONTACT

PHONE:

+919744641382

EMAIL:

amalprakashnt@gmail.com

PROFESSIONAL EXPERIENCE

➤ Analyst III Business Process Transactions (P2P)

Currently working as Analyst III Business Process Transactions at **DXC TECHNOLOGY**, Karnataka, India, (June 2022 to Current)

JOB DESCRIPTION

- Processing PO and NON-PO invoices and credit memo in Ariba and VIM.
- Performing Invoice scanning in SAP.
- Responsible for allocating daily target to team.
- Resolving the queries via mail and calls which pertains to invoices.
- Performing WBCR Govt tax invoice processing.
- Posting ACCM entries.
- Maintaining productivity tracker of entire team members.
- Performing Month end activities.

➤ Accounts executive

Worked as accounts executive at **LULU GROUP INTERNATIONAL**, Ernakulam
(July 2021 to June 2022)

JOB DESCRIPTION

- Processing PO and NON-PO invoices in SAP.
- Interacting with suppliers and customers via telephone and email.
- Preparing Vendor and Inter Company reconciliation.

PERSONAL INFORMATIONS

- Date of birth : 30-05-1997
- Gender : Male
- Nationality : Indian
- Marital status : single
- Driving license: valid in India

LANGUAGES KNOWN

- English
- Malayalam
- Tamil

OTHER INTERESTS

- Internet surfing
- Traveling

PASSPORT DETAILS

Passport Number : U7724376

Date of Issue : 19/10/2020

Date of Expiry : 18/10/2030

Place of Issue : Kozhikode

➤ Accountant

Worked as accountant at Accountants service society, Thrissur, Kerala
(Nov 2017 to Sept 2018)

JOB DESCRIPTION

- Recording sales, purchase and payment transactions using tally ERP 9
- Process billing adjustments and refunds
- Keep financial records up to date.
- Filing, and other duties as needed
- Submitting detailed reports to management

TECHNICAL SKILLS

- SAP HANA, Ariba software
- Tally ERP 9
- Sound knowledge in Peachtree
- Solid working knowledge of MS Office with a strong level of proficiency in Excel

CERTIFICATES AND COURSES

- Certified in SAP FICO
- Completed Microsoft excel crash course from corporate finance institute (CFI).
- Completed Accounting fundamentals course from corporate finance institute (CFI).
- Certified DCAM [Diploma in Corporate accounts and management]

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief

Date:

AMAL PRAKASH