**G. Guruprabu ,**

**E-mail:guruprabu85@gmail.com**

**98439-04642**

**OBJECTIVE:**

**To pursue a challenging career with opportunities to lead, inspire, and gain knowledge as a part of company growth and innovative development.**

**KEY SKILLS:**

* Accounts related works like Data Entry, Ledger Reconciliation, Handling the Suppliers Details ,Cash and Bank Statement etc.,
* Preparation of employee’s monthly outstanding statement and outstanding reports preparation for debtors and creditors.

**PROFESSIONAL EXPERIENCE SUMMARY:**

**Ahana Hospitals LLP (Dec 2018 to Till)**

**Junior Executive – Accounts**

* Vendor Bills & Payments
* Cash collection at Pharmacy
* Weekly stock auditing at Pharmacy
* BRS Reconciliation
* GST Filing

**James and co (SEP 2018 to Nov 2018)**

**Costing & Price fixing**

**Aparajitha Corporate Services (P) Limited(December 2016 to September 2018)**

***Senior Associate - Accounts***

**Role:**

* Prepare and maintain various supporting documents like bills, receipts, vouchers & claims.
* Supervise and guide the work of juniors in preparing of various financial statements like outstanding ledger, reimbursement activities.
* Advance Outstanding, Report preparation for executives.
* Claim entry, AR invoice preparation & MIS preparation in SAP for employees.
* Preparation of NEFT List & cheque for advances & settlement.
* Verifying and analyzing accounting records of the organization
* Preparation of Bank MIS on daily basis

**Mednob Healthcare (SEP 2015 to Oct 2016)**

**Accounts Executive**

**EDUCATIONAL QUALIFICATIONS:**

* Obtained Bachelor of Commerce degree from Madura College, Madurai affiliated to Madurai Kamaraj University in the year of 2013.

**COMPUTER SKILLS:**

* Good knowledge in accounting software’sTally ERP9.
* Familiar with MS Office 2010.
* SAP Business One.(Version 9.0)
* **Familiar with all Look up functions, Pivot table and other functions in MS-Excel.**

**Technical and Personal Skills:**

* Team work
* Take Responsibility
* Flexible to all situation

**Achievements**

* Participated in NSS club programs.

**PERSONAL PROFILE**

**NAME :**  Guruprabu

**FATHER NAME :** Ganesan

**AGE : 25**

**DATE OF BIRTH :** 19/05/1993

**GENDER :** Male

**NATIONALITY :** Indian

**MARITAL STATUS :** Un-Married

**LANGUAGE KNOWN :** Tamil& English

**ADDRESS :** 16-A, viyashrayapuram madam Street,  
 Near paechi amman kovil, Simmakkal,   
 Madurai- [625001](tel:625001)  
 Phone No: [9843904642](tel:9843904642)  
 Home: [04522341825](tel:04522341825)

DECLARATION:

  I hereby declare that all the above information’s are true to the best of my knowledge and belief.

**Place:** MADURAI

**Date: (G.Guruprabu)**