

PRASEETHA.R

A self motivated and adaptable Professional with Experience in Accounts and Administration

Date of Birth : 05th May 1987
Nationality : Indian
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Email : hareeshpraseetha@gmail.com

Personal Profile

Objective: A self-motivated and results oriented professional with experience, seeking to develop career in the corporate sector while integrating corporate experience, academic knowledge, and leadership skills that drives organizational performance to world-class levels.

Work experience -1

SALES TAX CONSULTANCY East Fort , TVM □

Designation: Accounts Assistant (2013 -2016)

Duties & Responsibilities:

- Maintain accounts and books on a daily basis on Tally
- Filing returns online: sales tax
- Assist the preparation of Final Account
- Assist in daily office related work
- Assist in research, looking for information over the internet

Work experience -2

□ KO BIJU & ASSOCIATES Vazhuthacaud, Trivandrum

Designation: Account Assistant (2016 -2017)

Duties & Responsibilities

- Preparing Bank Reconciliation Statement.
- Positing Cheques in Bank and Ensuring Fund Balance.
- Online Preparation of Import Export code, Labour registration etc.
- Taking sales Tax ad Service Tax Registration.
- Assist the calculation of salary, ESI, PF etc.
- Maintaining petty cash

- Reporting to Management
- Online preparation of Delivery Note
- Draft letters, emails, memos
- Assist the preparation of Final Account
- Assist in daily office related work

Work experience -3

D INFO TAX CONSULTANCY, Attingal

Designation: Account Assitant (2017 – 2019) **Duties**

& Responsibilities:

- GST filing of Clients.
- Preparing Bank Reconciliation Statement.
- Maintain accounts and books on a daily basis on Tally. □ Finalization of Accounts.

Work experience -4

UNIGUL TRADERS –Pattom

Designation: Accountant (2019- Present)

Duties & Responsibilities

- GST Filing, Preparing Bank Reconciliation Statement ○
- Maintain accounts and books on a daily basis on Tally. ○
- Finalization of Accounts.

Academics

- MBA (HR) : Madhurai Kamaraj University (2011 – 2013)
- B.Com with Co-Operation : Kerala University (2007 -2010)
- Plus Two : Kulathur HSS Neyyattinkara (20004 -2006)
- SSLC : KPHS,Kalluvathukkal (2004)

□ Technical Skills

- Tally ERP9
- MS Office
- Internet
- Operating Systems: Windows XP, Windows 7

Skills,Strengths & Competencies

- Target achievement
- Adjusting to any situations
- Best Co-operation with superiors and colleagues
- Good adaptability of working atmosphere under extensive work pressure
- Positive thinking
- Hard work

Personal

Name	:	Praseetha.R
Gender	:	Female
Marital Status	:	Married
Language Known	:	Malayalam, English
Address	:	Vanivihar ,Elamkulam Kalluvathukkal PO Kollam

Self Appraisal

I do hereby declare that the above mentioned information is true and complete to the best of my knowledge and belief. If given a chance I assure you that I will work sincerely and obediently to the rules and recommendations.

Date:

Place:

PRASEETHA.R

