CURRICULUM VITAE

PRAVEEN.R



Mob +91 75105 22375 **Email-ID**- pr7510522375@gmail.com praveen_rajagopal@yahoo.com

- To carve a niche in the working industry and to work in a challenging and growth oriented environment where my knowhow may be put to use to facilitate development of the organization and self.
- To prove my efficiency on my special job skills.
- To bring out successful history in my working company.

ACADEMIC

•	PGDCA	LBS Trivandrum	83%	2009
•	M.com (Finance)	Kerala University	58%	2008
•	B.com (Computer Application)	Kerala University	71%	2006
•	+2		65%	2003
•	SSLC		60%	2001

EXPERIENCE

More than Seven years' experience in accounting and office administrative works.

ORGANISATIONAL EXPERIENCE:

• Love Dale Residential School -Trivandrum

2008-2009, 2013-2015

- O Main Duty: Assistant Admin cum Accountant
 - Preparation of Daily Collection Statement
 - Petty cash Management
 - Cash inflow and outflow management
- o DTP Works
- o Programming
- Website Designing
- Seven Star Rent A Car -UAE

2009-2010

- o Main Duty: Accountant
 - Preparation of Daily Collection Statement
 - Cash inflow and outflow management

- Harris Consulting Service -Trivandrum
- 2011-2013
- o Main Duty: as Coordinator cum Accountant
 - Team Controlling
 - Target Achieving
 - Work Assignment to Subordinates
 - Overall Controlling of Office premises etc.
- o Accounting
- o Banking Operations
- Chithira Wood and Metal Industries -Trivandrum

2018-2019

- o Main Duty: as Office Secretary cum Accountant
- o Accounting
- Letter Drafting
- o Daily Sales Statement Preparation
- o Banking Activities
- Amritha Baking Company Technopark Trivandrum

2019-2020

- o Main Duty: as Accountant
- o Overall Accounting Duty of the Organisation
- o GST Bill Preparation for the parties
- o Daily Sales Statement Preparation
- o Banking, Day Book Preparation, Bank Reconciliation etc.
- TechnopPoint Technical Services LLC Dubai –UAE

Jan-2020 to Oct-2020

- o Main Duty: as Accountant
- o Day to day Cash handling of the company.
- o Petty Cash Management.
- o Overall Accounting Duty of the organisation
- o VAT Bill preparation
- o VAT return Submission.
- o Daily statement preparation
- o Banking, Day Book preparation, Bank reconciliation etc.

TECHNICAL SKILLS

- MS Office Package: MS Words, MS Excel, MS Access, MS Power Point
- Good Programming Knowledge
- Google Sheet Scripting
- Tally ERP Version
- Corel Draw
- Adobe Photoshop
- Adobe InDesign
- Computer Maintenance
 - o Computer Assembling and Installation
 - Networking Knowledge
- Computer Programming Knowledge
 - o C#.Net Programming
 - VBA Programming
 - o Python Programming
 - o VB 6.0 Programming
 - o Knowledge of ASP.Net
- My YouTube channel: https://youtube.com/channel/UC3xssni7ktwm971jA2-LRfA
 My LinkedIn in Address: https://www.linkedin.com/in/praveen-rajagopala-kurup-2b33a2187/

STRENGTH

- Sense of responsibility
- Ability to work as per business requirement
- Willingness to learn
- Showing individuality in every aspect of work
- Quick Learner
- Team Player
- Interest in Learning new things
- Good command over English
- Good knowledge of computer programming and assembling

PERSONAL DETAILS

Name : PRAVEEN.R

Father's Name : RAJAGOPALA KURUP

Address : Kunnil Veedu, Chathampara, Thottakkadu(P.O),

Thiruvananthapuram, Kerala

Mobile Number : +91 75105 22375

Email Id : pr7510522375@gmail.com

Date of Birth : 26th March 1984

Gender : Male

Marital Status : Single

Languages Known : English, Hindi, Tamil, Malayalam

Hobbies : Reading, Watching TV

DECLARATION

I affirm that all the information given above are true and correct to the best of my knowledge and belief.

I also understood that if any stage it is discovered that any attempt has been made by me to willfully or misrepresent the facts, my candidature may be summarily rejected, and my employment terminated.

Praveen.R

Date: