

# Curriculum Vitae

**PRAKASH P. NAIR**

**UTHRADOM, TC2/1643-01, G.R.A:357,  
GOWREESHAPATTOM,  
THIRUVANANTHAPURAM,PATTOM P.O  
PINCODE: 695004**



**Mob: +91-9746446437(India)**

**Email: prakashsonu35@gmail.com**

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<b>Objective</b>	To secure a promising, successful and challenging career in a reputed organization where my knowledge and skill can be effectively applied, enabling me to explore myself fully and realize my full potential.
<b>Date of Birth</b>	02-10-1992
<b>Gender</b>	Male
<b>Religion</b>	Hindu
<b>Nationality</b>	Indian
<b>Passport No</b>	L9428362
<b>Driving License No</b>	1/10102/2010
<b>Professional Strengths</b>	Having a strong knowledge in Computerized Accounting, Data Entry Operation, Documentation.  Confident and Determined.  A Good team player with leadership qualities.  Ability To Work In Any Environment.

## **Work Experience**

### **J J STEELS**

Worked as an Accountant in J.J Steels (wholesale showroom of Stainless Steel pipes)  
May 2014 - May 2015

#### **Accountant/Cashier**

- a) Handling day to day Accounts and reporting to the Accounts Manager.
- b) Preparing Management Information Statements daily basis(MIS).
- c) Preparing Cash Book(Day Book).
- d) Bank Reconciliation
- e) Accounting with Inventory
- f) Handling of cash
- g) Handling Credit control
- h) Analyzing stock moving (non-moving, slow-moving, dead-moving).
- i) Entering Accounting Voucher
- j) Data Entry
- k) Out Standing Reports

### **POPULAR AUTO DEALERS PVT LTD (MARUTI SUZUKI GENUINE PARTS)**

I have worked here as an Executive Finance Accounts/Admin.  
Oct 2015 – Apr 2016

#### **Executive Finance and Accounts**

- a) Follow up on Outstanding Payments.
- b) Reconciliation of Bank.
- c) Preparing monthly MIS.
- d) In charge of all type of License Renewal of 9 Outlets. (Trade license, Shop and Establishment License ,Professional Tax, Property Tax and Vehicle Papers)
- e) Kerala Commercial Tax Department (Delivery Note form 15A, Goods Through Parcel/Courier, E-Declaration)
- f) ESIC and PF UAN updation.
- g) Sale Porting. (Exporting sales from DMS and Importing to Tally ERP9,)
- h) Handling Bank related all works.
- i) Providing all requirements to 9 Outlets.
- j) Entering Accounting Voucher.

## **VENPAKAL ADVERTISERS**

I have been worked here as an Accountant  
June 2016 – May 2017

### **Accountant**

- a) Preparing Invoices.
- b) Handling of cash.
- c) Preparing Quotations for clients.
- d) Entering Invoices to Tally ERP9.
- e) Entering Accounting Voucher.
- f) Reconciliation of Banks.
- g) TDS Provisioning
- h) Follow up on TDS Payable and TDS Receivables.
- i) Preparing Site Agreements
- j) Keep Cheque Inward and Outward registers.
- k) Handling Bank related all activities.
- l) Attending Phone Calls.
- m) Service Tax Provisioning
- n) Follow up on Accounts Receivable and Accounts Payable
- o) Having a strong knowledge in Tally ERP9 and Goods and Service Tax(GST)

## **INFINITY EVENT MANAGEMENT**

I have worked here as an Senior Accountant  
June 2017 – Oct 2017

### **Senior Accountant**

- a) Service tax provisioning
- b) TDS Provisioning
- c) ITR Provisioning
- d) Bank reconciliation
- e) Follow up on Accounts Payable and Accounts Receivable
- f) Handling bank related all activities
- g) Good knowledge Tally ERP9 and GST
- h) Entering accounting voucher
- i) Handling loan related documents

**ADRAK ENGINEERING AND CONSTRUCTION**  
**INDIA PVT LTD.(Madhya Pradesh)**

I have working here as an Site Auditor from Jan 2018

**Site Auditor**

- a) All kind of fund requirement checking and give approval
- b) Checking sub-contractor invoices
- c) And verifying all material at site for final approval for Sub-contractor invoice
- d) Petty cash verifying
- e) Follow up on Accounts Payable and Accounts Receivable
- f) Good knowledge Tally ERP9 and GST
- g) Handling fund related all activities

**CHAKRABARTI EYE CARE CENTRE**

I am working here from 19<sup>th</sup> October 2019

**Senior Accountant**

- a) Updating all journal entries to Tally ERP9
- b) TDS Provisioning
- c) GST workout
- d) Handling all kind of bank related activities
- e) Reconciliation of banks
- f) Follow up for all Accounts receivables and payables
- g) Advance/Income tax remittance
- h) Follow up on Accounts Receivable and Accounts Payable
- i) Stock checking in each department

**Educational Qualification**

<b><u>CLASS</u></b>	<b><u>SCHOOL/UNI VERSITY</u></b>	<b><u>BOARD</u></b>
<b>SSLC</b>	ST.MARYS H.S.S PATTOM	KSEB
<b>HIGHER SECONDARY</b>	ST.MARYS H.S.S PATTOM	KHSEB
<b>B.COM</b>	PRIVATE STUDY	KERALA UNIVERSITY

**Achievements**

**a)** Tally Financial Accounting from Team Information System & Solutions (P) Ltd. (Tally ERP9)  
**b)** MS Excel, MS Office, MS Power Point.

**Languages Known**

English,Hindi,Malayalam

**Hobbies**

Listening Music, Going To Gym, Travelling, Bike and Car Driving

**DECLARATION**

I hereby declare that the details mentioned above by me are all correct and true to the best of my belief and knowledge.

Place: THIRUVANANTHAPURAM

**PRAKASH P NAIR**