

PRASOBH.P

Gopalavilasam, Plachery.p.o, Punalur, Kollam, Ph: 9048072551, prasobhp2000@yahoo.com



ACCOUNTANT-FINANCIAL ANALYST

Detail-focused, highly ethical accounting professional with M.com in Accounting & Finance and ICMAI (ICWAI) intermediate with 8 years of experience and able to pinpoint discrepancies and errors to prevent continuing and potentially unnecessary cost expenditures. Willing to accept responsibilities beyond immediate job duties and take on special projects at management request. Proficient in **Google Sheet, Google Docs, MS Excel, Ms Word, Other MS programs, QuickBooks, Tally.ERP 9, SAP.**

Knowledge and skill areas include

- ❖ Financial Statements
- ❖ Cost Accounting
- ❖ General Ledger Accounting
- ❖ Strategic & Financial Analysis
- ❖ Accounts Receivable & Payable
- ❖ MIS Reporting (Google Sheet & MS Excel)
- ❖ Income Tax
- ❖ Knowledge in GST
- ❖ Teamwork & Communication

PROFESSIONAL ACHIEVEMENTS

Finance Associate

Jan' 2020 - Sep' 2020

Ayruz Data Marketing Pvt. LD.

Techno park, Trivandrum, Kerala.

- ❖ Accounting Works up to Finalization.
- ❖ GST Works. (GSTR1, GSTR 3B).
- ❖ Bank Reconciliation.
- ❖ Accounts payable & Receivable.
- ❖ Posting of General Ledger.
- ❖ TDS Calculations, create challan & Payment of Advance tax.
- ❖ Payroll Processing, PF calculation, PF Filing, HR activities & Administration works.
- ❖ Prepare MIS reports.(Budgeting, Financial projections, Cash flow statement)

Accountant

Jan' 2018 – Jan'2020

M/S Renjith & Shashwath.

Lakshminada, Kollam, Kerala.

Duties & Responsibilities:

- ❖ Accounting Works up to Finalization.
- ❖ GST Works. (GSTR1, GSTR 3B).
- ❖ TDS & Income Tax Calculations.
- ❖ Bank Reconciliation, Vendor Reconciliation.
- ❖ Accounts payable & Receivable.
- ❖ Posting of General Ledger.
- ❖ Calculation and withdrawal of PF.
- ❖ Prepare MIS reports. (Sales report, Inventory report, Budgeting, Income & Expense report)

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Financial Analyst
R R Donnelley
Techno park, Trivandrum, Kerala.

Nov' 2016 – Jan'2018

Duties & Responsibilities:

- ❖ US Accounts
- ❖ Accounts Receivable Process.
- ❖ Responsible for posting of Cash Receipts.
- ❖ Preparation of daily and weekly MIS reports.
- ❖ Leading Accounts receivable team.

Senior Executive (Finance & Accounts)
EXL
Info Park, Cochin, Kerala.

Apr' 2013 - Jul' 2016

Duties & Responsibilities:

- ❖ Creation of Sales Contract.
- ❖ Posting of Sales Order, Invoice Processing and Accounts Receivable.
- ❖ Processing of Purchase Requisition, Purchase Order, Purchase Invoice and Payments.
- ❖ Inventory Adjustments.
- ❖ Updating Stock Receiving and Stock Transfer (GRN, STO).
- ❖ Adjustments of sales returns and purchase returns.
- ❖ Preparation of MIS reports (Daily and Monthly).

Asst. Cost Accountant
Rehabilitation Plantations Ltd. (RPL)
A Joint Venture of Govt. of India & Govt. of Kerala
Punalur, Kollam, Kerala.

Mar' 2012-Sep' 2012

Duties & Responsibilities:

- ❖ Physical verification of closing stock.
- ❖ Preparation of cost records.
- ❖ Preparation of costing Profit & Loss account.
- ❖ Calculation of Cost per Unit of each product manufactured and produced by the company.
- ❖ Teamwork & Collaboration.
- ❖ Technology Improvement

Finance Trainee
The Kerala Minerals & Metals Ltd.(KMML)
A Kerala Govt. Undertaking.
Kollam, Kerala, India.

Jul' 2010 – Jul' 2011

Duties & Responsibilities:

- ❖ Preparation of Fixed Asset Register.
- ❖ Physical verification of Fixed Asset.
- ❖ Cost Audit Report preparation.
- ❖ Processing of Stores Received Note.
- ❖ Posting of Journal Voucher.
- ❖ Calculation of CST & KVAT for submission of return.
- ❖ Posting of section voucher.
- ❖ Preparation of Income tax and Sales tax returns.

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COMPUTER SKILLS

- ❖ Accounting : Tally.ERP 9, SAP, QuickBooks, Perceptive.
- ❖ MS Office : Word, Advanced Excel, and Power Point.

ACADEMIC QUALIFICATION

Degree	University	Year of Passing
M.com (Accounting & Finance)	Annamalai University	2012
CMA (Inter)	Institute of Cost Accountants of India	2008
B.Com (Computer Application)	Kerala University	2005
Plus Two (Commerce)	Higher Secondary Board	2002
S.S.L.C	General Education Department of Kerala	2000

OTHER QUALIFICATIONS

- ❖ Certificate in computing, Accounting & Finance from ICAI.
- ❖ Certificate in Tally ERP 9 from Logic Institute.

PERSONAL DETAILS

Date of Birth : 12/12/1983
Gender : Male
Marital Status : Married
Passport Details : J6376628
Place of Issue : Trivandrum, India.
Nationality : Indian
Languages Known : English, Malayalam, and Tamil.
Present Address : Gopalavilasam, Plachery.p.o, Punalur, Kollam - 691331