**RESUME**

**PRAVEEN R.S.**

Date of Birth: - 15/03/1985

Age: - 35 yrs

Address: - Kalabham, TC 50/2659, KRA 248 (1),

J.P. Lane, Nemom P.O., Thiruvananthapuram,

Kerala. India, Pin Code – 695 020.

Contact Nos: - +91 9496249622

Mail id: - [praveenrs84@gmail.com](mailto:praveenrs84@gmail.com)

**Profile:**

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

### **Personal Skills:**

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* Communication, Ability to work under pressure, Decision making, Time management, Self motivation & Leader ship

**Working Experience:**

* Currently working as **Accountant** in **Biverah Hotel & Suites**, Kumarapuram, Tvpm, Kerala, India from **14/10/16** to **still continuing.**

**Job description: -**  Verification of vouchers & bills, Preparation of cash & salary statement, Cash handling, KOT & bill checking, Dealing with creditors & debtors, GST return filing, Other administration jobs assigned by management, etc.,

* Worked as **Accounts Executive** in **The Trivandrum Hotel**, Statue, Tvpm, Kerala, India from **01/07/15** to **30/06/16**

**Job description: -** Verification of vouchers & bills, Preparation of cash & salary statement, Cash handling, KOT & bill checking, Dealing with creditors & debtors, Other administration jobs assigned by management, etc.,

* Worked as **Upper Division Clerk** in **Sree Chitra Tirunal Institute of Science and Technology,** Bio-Medical Technology Wing, Poojappura, Tvpm, Kerala, India from **08/12/14** to **04/06/15**

**Job description: -** Maintaining various types of movement registers, Distribution of receipt / issue vouchers to concerned department & accounts department, Processing of cash purchase receipt / vouchers, etc.,

* Worked as **Data Entry Operator** in **Gulati Institute of Finance & Taxation,** Pappanamcode, Tvpm, Kerala, India from **01/12/12** to **28/05/13**, **01/06/13** to **26/11/13**, **02/12/13** to **28/05/14** & **02/06/14** to **26/11/14**

**Job description: -** Manual / Computerized data scrutiny, Data cleanup and validation, Data entry works for various projects, etc.,

* Worked as **Accounts Trainee** in **Fin Solutions,** Thycaud, Tvpm, Kerala, India, from **01/10/08** to **31/12/09**

**Job description: -** Computerized accounting works

**Educational Qualification:**

* **S.S.L.C.** passed from M.M.R.H.S., Neeramankara, Tvpm, March 2000, 65.33%
* **Plus Two** passed from S.M.V.H.S.S., Over bridge, Tvpm, March 2002, 59.00%
* **B.Com** passed from V.T.M.N.S.S. College, Dhanuvachapuram, Neyyattinkara, Tvpm, April 2005, 57.06%
* **Post Graduate Diploma in Computer Applications (P.G.D.C.A.),** passed from LBS Centre for Science and Technology, Nandavanam, Palayam, Tvpm, January 2008, 62.76%
* **M.Com** passed from School of Distance Education, University of Kerala, Palayam, Tvpm, June / July 2015, 53.05%

**Computer Qualification:**

* Type-Writing English and Computer Word Processing (Lower)
* Peach Tree
* Advance Diploma in Computerized Financial Management (ADCFM)
* Tally

**Languages Known:**

* Malayalam, Hindi & English

**Other Personal Information:**

Father Name : N.P. Raveendran Nair

Mother Name : P. Seethamma

Religion : Hindu

Caste : Nair

Sex : Male

Nationality : Indian

Marital Status : Married

**References:**

* Mr. Joymon D’ Kunju

Accounts Manager

Biverah Hotel & Suites, Kumarapuram, Thiruvananthapuram Kerala.

Contact Nos. +91 8606900604, +91 9048036371

* Mr. Suresh Kumar N.

Maintenance in Charge

Biverah Hotel & Suites, Kumarapuram, Thiruvananthapuram. Kerala.

Contact Nos. +91 8606900605, +91 9447432484

**Declaration:**

I **Praveen R.S.** hereby declare that the above information are true and correct according to the best of my knowledge.

Place: Thiruvananthapuram

Date: 04/04/2020 **Praveen R.S.**