**HARISH PS**

**PROFILE**

Efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Effective at multi-tasking.

|  |  |  |
| --- | --- | --- |
| * Profile: | Male 36, Single |  |
| * Date of Birth: | 10-Nov-1984 |
| * Languages Known: | English,Hindi,Malayalam |
| * Nationality: | Indian |
| * Current Location: | Trivandrum, India. |
| * Mobile: | +918893516020 |
| * Email ID: * Address: | [harishpstvm@gmail.com](mailto:harishpstvm@gmail.com)  Deepaprabha, DDRA – 515, near Dooradarshan Kendra, Kudapanakunnu PO., Trivandrum, Kerala. |
|  |  |

**OBJECTIVE**

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilised.

**BACKGROUND**

* Worked as Accountant in a medium sized textile.
* Maintains accounts, journal entries and recording auditors statements and documents.

**WORK EXPERIENCE**

|  |  |
| --- | --- |
|  |  |
| **COMPANY NAME - KIDZ KURUVEES ENTERPRISES.**  **COMPANY PROFILE - KIDZ READY MADE GARMENTS SHOWROOM**  **PLACE - EDAPAZHINJI,TRIVANDRUM, KERALA, INDIA.**  **DESIGNATION - ACCOUNTANT.**  **DURATION - 2012– 2019**  **JOB PROFILE** |  |
| * Prepare and adjust entries and trial balance, account and bank reconciliation and financial statements. * Analysing account payables & receivables. * Prepare monthly requirements such as GST , KVAT sales return.   **COMPANY NAME - KUWAIT FOOD CO. ( AMERICANA).**  **COMPANY PROFILE - FAST FOOD CHAIN**  **PLACE - DUBAI, UAE.**  **DESIGNATION - TEAM MEMBER.**  **DURATION - 2009-2010.**  **JOB PROFILE**   * Worked as Team member in KFC Chain of Restaurants. | |
| **COMPANY NAME - WINES INDIA.**  **COMPANY PROFILE- IMFL MARKETERS & PROMOTERS.**  **PLACE - TRIVANDRUM, KERALA, INDIA.**  **DESIGNATION - ACCOUNTANT**  **DURATION - 2008 – 2009**  **JOB PROFILE** |  |
| * Developed, and maintained all aspects of business accountancy, marketing, and data processing of company. * Provided excellent customer service on a consistent basis which ensures customer value. * Participated in accounts payable processes like examining documents of accuracy. | |
| **COMPANY NAME - V SUNOD KUMAR AND ASSOCIATES**  **COMPANY PROFILE - CHARTERED ACCOUNTANT FIRM.**  **PLACE - TRIVANDRUM, KERALA, INDIA.**  **DESIGNATION - ACCOUNTS TRAINEE.**  **DURATION - 2006 – 2008.**  **JOB PROFILE** |  |
| * Categorized all correspondence and memos. * Typed, verified and distributed all financial statements. * Dealt with all incoming calls of bookkeeping and Data Processing department and planned all appointments. * Filed accounts payable data. | |

**EDUCATION**

Post Graduate Diploma in Tourism Management ( One Year )

Madurai Kamraj University ( 2017-2018 )

Bachelor of Commerce,

Kerala University, Trivandrum, 2014.

Diploma in Hotel Management

Academy for Management Studies, Trivandrum, 2004

Higher Secondary Education

Concordia Lutheran High School, Trivandrum, 2003

**IT SKILLS**

* MS Word
* MS Excel
* Tally ERP9
* Ez Com
* Persuing Sap Fico

I hereby declare that all the statement made above are true and correct to the best of my knowledge and belief.

Place: Trivandrum

Date: PS Harish