

PREM SHRAVAN

Office Administrator/Accountant, Programme Executive.

PROFILE

Forward thinking Professional with understanding the prospective position that provides an opportunity to take up and handle challenging responsibilities . Passionate in improving myself and the growth of the Company. Experience in Accounting,Administration,Documentation, and Technical Support.

EXPERIENCE

Office Administrator

(August 2016 - March 2018)

NEST BUILDERS AND DESIGNERS

- ❖ Greeting the visitors.
- ❖ Coordinating the office activities and dealing with the Clerical Operations and arranging the client meetings.
- ❖ Preparation of Documents, Responding to the Emails and Filing.
- ❖ Performing of accounting tasks and budget tracking.

Programme Executive

(April 2018 - April 2019)

Additional Skill Acquisition Program (ASAP)

(a joint initiative of General and Higher Education Departments, Government of Kerala)

- ❖ Assisted in updation and maintenance of management Information System (MIS).
- ❖ Liaison between Programme Manager and Skill Development Executive.
- ❖ Reporting and documentation at Skill Development Office.
- ❖ Monitoring of Skill courses.

Accountant/Technical Support

(Jan 2020 - April 2023)

Redmango Technologies

- ❖ Worked as an Accountant.
- ❖ Technical Support in SQL and other updations in software.
- ❖ Mentoring in Marketing strategies and Worked in Sales.
- ❖ Providing Quotation bills.
- ❖ Installation of Software.

ACADEMIC DETAILS

- ❖ MBA - Finance and Marketing -Bangalore University. (2014-2016).
- ❖ BBA - Kannur University, Kerala (2011-2014).
- ❖ Plus Two - CBSE (2011) J.N.V.
- ❖ SSLC - CBSE (2009) J.N.V.

SKILLS

- ❖ Organizational and Leadership skills.
- ❖ Communication Skills.
- ❖ Marketing and Sales.
- ❖ Ability to work in a team.
- ❖ Interpersonal Skills.
- ❖ Business development.
- ❖ Typing skills/ Data Entry skills.

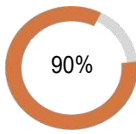
COMPUTER KNOWLEDGE

- ❖ Tally Ace with GST.
- ❖ Diploma in Indian and Foreign Accounting (DIFA) With ERP.
- ❖ Diploma in Computerized Professional Accounting.
- ❖ Microsoft Office Specialist.

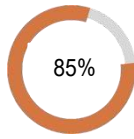
Projects, Training and Workshops

- ❖ Participated in a workshop on “Wine processing and Wine tasting” held on 12th Nov 2014.
- ❖ Conducted a study on benefits of CSR to Corporate companies in India.
- ❖ Project done in “The study of investment appraisal through Non-discounting and Time adjusted Techniques at Ecovinal International Pvt. Ltd’.
- ❖ Supported in the Conduct of National Summit on Quality in Education organized by CII institute of Quality in Bangalore.
- ❖ Participated in Student Conclave held on 2016 on the theme “Dissertation guidelines - Ideation to execution”.
- ❖ Participated in interview with the Local entrepreneur.
- ❖ Participated in the Workshop on ERP and E-commerce held on 25th April 2015.

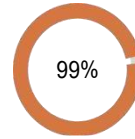
LANGUAGES



English

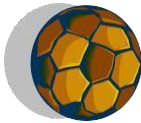


Hindi



Malayalam

INTERESTS



Football



Chess



Music

PERSONAL PROFILE

Date of birth : April 15th 1994

Father's Name: Prem Prakash.K

Citizenship : Indian

Marital Status : Married

DECLARATION

I hereby declare that all the information above is true to the best of my knowledge and belief.

Place:

Prem Shravan

Date: