

# PRAVEEN KUMAR

## SENIOR ACCOUNTS EXECUTIVE



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## GENERAL SKILLS

- Time Management
- Critical thinking
- Decision making
- Effective communication
- Problem solving

## LANGUAGE

- Tamil
- English

## HOBBIES

- Music
- Traveling
- Badminton
- Exercise

## EDUCATION

### SECONDARY SCHOOL

Chennai Higher Secondary School  
2017-2019

### ACADEMIC QUALIFICATION

B.COM (CORPORATE SECRETARIAT)  
A.M Jain College  
2019-2022

## CARRIER OBJECTIVE

'Seeking an Accounts Executive role to leverage my experience in financial analysis, budgeting, and reporting to optimize financial processes and ensure accuracy.'

## SKILLS

- Microsoft Office Suite
- Excel (V-lookup, pivot table..etc).
- Tally Prime
- Accounting principle
- Budgeting
- Preparation of balance sheets based on records.

## EXPERIENCE

### JUNIOR ACCOUNTANT

Trident Arts Digitals AUG - 22 - FEB 24

- Assisted with the preparation of accounting records for the company.
- Assisted with the preparation of the annual budget.
- Developed and maintained accounting records for the company.
- Reconciled bank accounts and prepared journal entries for month end closing.

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SENIOR ACCOUNTS EXECUTIVE MAR-24 TO PRESENT

- Develop and maintain strong, long-term client relationships.
- Supervise and mentor account executives and representatives.
- Resolve issues and handle complaints quickly and effectively.
- Responsible for accurate preparation of the annual budget of an organization.
- Analyze financial data and reports on financial status and results.