

# RESUME

## CAREER OBJECTIVE

- *To work as a Responsible Professional in the environment that accepts challenges to minimize and enhance my potential and efficiency with an Organization.*

## PROFESSIONAL QUALIFICATION

- BBA In Marketing – Rabindranath Tagore University
- 3 Month internship in Professional accounting as a Junior Accountant (Excel, GST, Tally, ZOHO, GCC Common VAT) – In makes learning Hub, Ernakulam, Kerala
- Pursuing CMA USA - Indian institute of commerce Lakshya
- Pursuing CPA USA - Miles Education
- GCC Vat Certification (VAT Accountant, Tax Consultant, Compliance Officer roles)- Center of beat excellence

## Roles and Responsibilities

- Collecting, tracking, and correcting the company's finances
- Preparing and managing tax returns and other financial documents
- Working with auditors and ensuring legal compliance
- Making and advising on budgets
- Reconciling accounts and preparing financial statements
- Storing and managing financial data
- Reviewing bookkeeping for accuracy and preventing errors
- Calculating and preparing cheques for payrolls and bills
- Prepare and manage tax returns
- Prepare financial documents, such as income statements and balance sheets
- Work with auditors both within and outside of the company to ensure legal compliance
- Make sure all bookkeeping is accurate and adheres to state and federal law
- Create budgets or advise the company on creating budgets
- Properly store and manage financial data
- Regularly review bookkeeping for accuracy
- Review and update accounting processes and procedures as needed
- Make financial recommendations
- Manage or work on an accounting team
- Maintain confidential and secure storage of important financial information
- Create financial forecasts
- Communicate with clients and in-house stakeholder



**Pranav T Kurian**

### Contact:

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### PERMANENT ADDRESS

Thekkannath House,  
p.o Varandarapilly  
Pallikkunnu, Thrissur  
Kerala-India,  
Pin-680303

### PERSONAL DATA

Date of Birth : 09 Mar 1999  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Religion : Christian  
Language : English, Hindi, Malayalam & Tamil  
Reference : Up on request  
CPR : 990343375  
VISA STATUS : VALID  
EMPLOYMENT VISA

### PASSPORT DETAILS

Passport no :Y4779980  
Issue date. : 28/06/2024  
Expiry date : 27/06/2034  
Place of issue : Cochin

### DRIVING LICENSE

Country : India  
No : 45/5594/2017  
Type : MC/LMV  
Validity : Aug 2037

# **RESUME**

## **JOB Skills**

- Competency with numbers
- Corporate finance
- General business knowledge
- Research
- Management
- Data entry
- Data analysis
- Problem-solving and critical thinking
- Computer and accounting software proficiency
- Perform audits
- Reconcile accounts
- Apply accounting principles
- Manage accounts payable and accounts receivable
- Age reports
- Create reports
- Create and manage budgets
- Calculate taxes
- Understand and follow tax laws
- Financial forecasting

## **ORGANIZATIONAL SCAN**

Organization	<b>OPTIMUM FIRE &amp; SAFETY W.L.L(UM AL HASSAM,BAHRAIN)</b>
Designation	Accountant
Duration	23-03-2025 to Till Date
Organization	<b>DHL GSC (Thoraipakkam, Chennai, India)</b>
Designation	Finance Assistant
Duration	05-02-2024 to 17-11-2024
Organization	<b>SEMOX INFRASTRUCTURE PVT.LTD (Kerala, India)</b>
Designation	Sales Development Officer
Duration	12-08-2017 to 15-09-2020
<u>Declaration</u>	To the best of my knowledge and belief the information's above are true and correct Pranav Kurian