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**PRABHAKARAN.K**

**Mob: +919946281336; Email: apputpr@gmail.com**

**CAREER OBJECTIVE**

To obtain a challenging satisfying and bright career with a dynamic & esteemed organization, where I can contribute my skills and knowledge as an individual and as a team member to the achievement of overall organizational goal.

**NAME OF POST : ACCOOUNTS ASSISTANTS**

**PERSONAL STRENGTH**

* Goal oriented, self reliant and confident
* Hardworking with no-excuse approach
* Good communication skills
* Ability to work under pressure

**EDUCATIONAL QUALIFICATION**

* **B-COM** [ COMPLECTED]
* **PLUS TWO** [ Kerala public school examination board, Kerala,India ]
* **SSLC** [ Kerala public school examination board, Kerala,India ]

**PROFESSIONAL QUALIFICATION**

* **CERTIFIED PROFESSIONAL ACCOUNTANT**

[Institute of Professional Accountants, Thrissur]

* **OFFICE SECRETARY TRAINING COURSE**

[Accounts service society, Irinjalakuda]

* **ADVANCED DIPLOMA IN HARDWARE AND NETWORKING**

[Sree Rama Govt. Polytechnic College, Continuing Education Cell, Triprayar]

**SKILLS**

* Language known : English & Malayalam
* Computer : windows package,

MS Office,

Tally ERP9,

Internet..

* Project details : Successfully completed a project work “Maintenance and Finalisation of Accounts of Trading Organization [Dealers of Textile Garments]” in IPA, Thrissur, during the period from 02nd  June 2010 to 02nd October 2010

**EXPERIENCE**

* ACCOUNTS ASSISTANT

Name of firm : HOTEL DREAMLAND

Category of firm : Three star Facility

Place of firm : Triprayar

Period of working : 15.11.2011 – 15.04.2015

Software : Syscon, Tally ERP 9

* Prepare Product Statement manually and cross check with computer statement and mark the difference.
* Compare physical stock of computer with statement and find Excess and short of the statement.
* Prepare expenses statement and finalize
* Monitored and recorded company expenses
* Write Opening stock and prepare excise book
* Performed general office duties and administrative tasks
* Prepared weekly sales reports for presentation on management
* Filling and updating weekly Ledger account General, Debtors & Creditors manually.
* Preparing invoices and sported documents
* Post and maintain accounting documents in the database
* Preparing the monthly statement of debtors and creditors.
* Preparing monthly salary statements of staff manually.
* Preparing E-Filing of VAT and Luxury Tax Return
* Perform other related duties as required
* ACCOUNTS ASSISTANT

Name of firm : GOPINATH & CO

Category of firm : Advocates & Auditors

Place of firm : Triprayar

Period of working : 02.10.2009 - 29.05.2010

* SYSTEM SERVICE ENGINEER

Name of firm : DIGITAL WORLD

Category of firm : Computer wholesale Shop

Place of firm : Thrissur

Period of working : 01-05-2008 – 30-10-2008

**PASSPORT DETAILS**

Number : **G8293480**

Nationality : Indian

Place of issue : Cochin

Date of issue : 17/04/2008

Date of expiry : 16/04/2018

**PERSONAL PROFILE**

Date of Birth : 12nd May 1987

Sex : Male

Marital status : Single

Permanent Address : Kattani House,

Neelanjanam,Vallath Road

Nattika Post,Triprayar

Thrissur Dt. Kerala

India – 680566

Hobbies : Listening music

Ambition : To excel in the field of accounts

**REFERENCE**

1. **GEORGE PUTHUSSERY**

**GENERAL MANAGER**

**HOTEL DREAMLAND, TRIPRAYAR**

**MOB:-9847404962**

1. **MURALEEDHARAN**

**RET.MANAGER OF DHANLAXMI BANK, THRISSUR**

**NOW WORKING AT SOBHA HERMITAGE.**

**MOB:-9895715914**

**DECLARATION**

I hereby declare that the above mentioned statements are true and correct to the best of my knowledge and belief.

**Date : 20-05-2015**

**Place : Thrissur PRABHAKARAN.K**