

RESUME

***Prasad V***

 ***Address For Communication:***

Nandhanam

Puthoor Parambil House, Banglamkunnu Kuttipuram

Malappuram

 ***Permanent Address***

Veluththedath House,

P.O. Mulamkunnathukavu Thrissur 680581

 ***Contact No:***

Mob : 9037611851

 ***e-mail id*:**

 prasadvmgk80@gmail.com

 ***Personal Details:***

Date of Birth : 01/06/1980 Age : 39

Gender : Male

Nationality : Indian

Religion : Hindu Mother Tongue : Malayalam Marital Status : Married

 ***Passport Details***

Passport Number : P 1366916 Date of Issue : 02/06/2016 Date of Expiry : 01/06/2026 Place of issue : COCHIN *Visa Status* : Required

 ***Reference:***

Mr. Thomas Mathew Chartered Accountant Thrissur - Kerala India

**Career Summary**

Seeking a position to utilize my skills and abilities that I ever earned throughout my studies in the field of Commerce and Accounting that offers the professional growth while being resourceful, innovative and flexible.

**Education Qualification**

* **DEGREE IN COMMERCE** from university of Calicut (1999-2002)
* **PRE DEGREE** from university of Calicut (1996-1998)
* **MATRICULATION** from Board of Secondary Education (1995)

**Life Objective**

To be in the good part of history.

**Professional Experience – 12 years**

* Working as a Sr.Executive Accounts in Alhind Tours & Travels Pvt LTd.
* Worked as an Accounts Executive in Akbar Travels of India Pvt LTd
* Worked as an Accountant for three years in Manufacturing Units..
* Worked as an Audit Assistant for one year with FCA.

**Skill Set**

* Excellent knowledge in Tally & Travelling package**.**
* Excellent knowledge in MS Office , Outlook Express , Internet etc.

**Linguistic proficiency**

Read Write Speak

Malayalam   

Hindi   

English   

**Professional Experience in details**

Since 2018, working as a Sr. Accounts Executive – ATT Holidays, Cochin (Alhind Group of Companies)

Ø Accounts incharge

Accounts Executive - Akbar Travels of India Pvt Ltd (2006-17)

Nature of Job:

Ø Invoicing

Ø Receipts and Payments Ø Customers Follow up Ø Suppliers Follow up

Ø Bank Reconciliation Ø Airline Accounts

Ø BSP – PSR Works

Ø Branch coordinating

Ø Cash, Bank transactions

Accountant (Yamuna Roller Flour Mills P.Ltd –Elite Group of Companies( 2006) (Manufacture of Cakes, Atta, Maida etc.)

Ø Clients follw up Ø Store Keeping

Ø Prepare Staff Salary & PF

Ø Checking of payment and related expenses Ø Prepare Sale tax documents

 Accounts Assitant (Century Industries 2004-05) (Manufacture of PVC pipes, hoses etc.)

Ø Data entry

Ø Store Keeping

Ø Prepare Staff Salary & PF Ø Cash , Bank transactions

Ø Prepare Sale tax documents Ø Bank Reconciliation

Ø Clients follow up

Audit Assistant (Mr. Thomas Mathew FCA- 2003)

Ø Checking of vouchers, receipts etc Ø Bank reconciliation

**Declarations**

The truthfulness of the details furnished above is assured to the best of my knowledge and belief.

Place:Thrissur Date:31.12.18

PRASAD V