

# Shibi Prakash

Senior Accountant

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## Profile

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A goal oriented and confident person with Masters in Commerce having hands on experience in accounting. Proven track record in the receivables area with adequate exposure to MIS reports. A quick learner with a passion to excel at work. Adaptable to different situations and take initiative in applying the knowledge acquired in the accomplishment of the assigned tasks.

## Professional Experience

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Senior Accountant

Travancore Medical College Hospital

Kollam

July-2017 to January-2023

Travancore medial college is a private medical college situated in the city of Kollam offering diverse medical specialties.

- Debtors, insurance follow up.
- Preparation and verification of Receivables status on a monthly basis and submission to Insurance Department for follow up action.
- Daily petty cash dealings & data entry
- Reconciliation of bank accounts.
- Ledger reconciliation.
- Monthly reconciliation of inter-company ledger accounts.
- Finalization of Accounts
- Preparation of monthly Profit & Loss account.
- Preparation of Receipts & Payments account on a daily basis.
- Preparation of Bank planner on a daily basis.
- Preparation of daily/weekly/monthly MIS reports.
- Verification and posting of purchase orders.
- Purchase data entry & reconciliation.
- Supplier payments & follow-up
- Liaison with various authorities.
- Reporting to Finance Manager.
- Training and coaching staff members.

## Professional Skill set

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- Continues learning and quick adaptability to change.
- Good communication skill with active listening
- Good in staff training and coaching.
- Efficient in decision making
- Making things happen with the help of other team members by motivating them towards the set goals.

## Educational Qualification

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Course	Institute/Board	Marks	Year of completion
Masters in commerce	Kerala University, Kerala, India	51%	2016
Bachelor in commerce	Kerala University, Kerala, India	63%	2013
Higher Secondary	Directorate of Higher Secondary Education, Kerala , India	76%	2010
SSLC	Kerala Board of Public Examination, India	84%	2008

## Personal Details

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Date of Birth: 21<sup>st</sup> December 1991  
Gender: Female  
Nationality: Indian  
Languages known: English, Malayalam

## Declaration

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I hereby declare that the information stated above is true to the best of my knowledge.

**Kollam , Kerala**

**Shibi Prakash**