



# PRAJEESH PETER



## ABOUT ME

PULAKKAL (HOUSE)  
REHMATH QUARTERS  
INDIRA NAGAR 1<sup>ST</sup> AVENUE  
KUNNAMKULAM P.O  
THRISSUR (DISTRICT)  
KERALA,INDIA  
PINCODE:680503



## PERSONAL DATA

Gender : Male  
Date of Birth : 20/06/1995  
Marital Status : Single  
Nationality : Indian  
Religion : Christian/MISC  
Father Name : Peter



+91-85-92-94-59-43



prajeeshpeter1010@gmail.com



## SOFTWARE SKILLS

Tally. ERP 9

Quick Books

Peach Tree

Microsoft Office



## WORKING EXPERIENCE

- Currently working in T.D.L.C.C.S
- 2 years works in (EARATH MARBLES & GRANITES)
- 1 year works in a private firm (EBENEZER MARKETING)
- 2 years worked as an Accountants Assistant in (AKS Company)



## EDUCATION ATTAINMENT

- M.B.A Finance Management (Bharathiyar University)
- B.Com Finance (Calicut University)
- Plus Two (State Board of Kerala)
- SSLC (State Board of Kerala)



## ADDITIONAL QUALIFICATION

- Financial Accounting professional
- Specialized in Tally ERP 9.0
- Knowledge in computer fundamentals, Windows XP & Windows (7,8,10,11)
- Diploma In Foreign Accounting (DIFA)



## HOBBIES AND INTEREST



Chess



Movies



Music



Travel



## LANGUAGE PROFICIENCY

English ★ ★ ★ ★ ★ Malayalam ★ ★ ★ ★ ★  
Tamil ★ ★ ★ ★ ★ Hindi ★ ★ ★ ★ ★



## TECHNICAL PROFILES

- Maintenance of Day Books, sales, purchase, stock registers and party ledgers
- Ensuring there is effective internal control
- Finalization of accounts
- Cash and Bank dealings
- Inventory control, billing and stock analysis
- Handling of petty cash
- Bank reconciliation
- Co-operate mails



## FUNCTIONS

- Can work well under pressure very easily adaptable to places and people
- Confident of handling any given task
- Quick Learner and Good Interpersonal Skills



## DECLARATION

Respected sir,

I am **PRAJEESH PETER**. I have good exposure on computer like, Tally, Peachtree, Quick Books, MS Office, Financial Accounts, Bank Reconciliation, Co-operate mails, Purchase Quotation, Handling Telephone. So now the time I am looking forward for a better career opportunity to utilize my ability and knowledge the fullest.

I do hereby declare that information regarding me is true to my knowledge and belief.

Yours Sincerely,

**PRAJEESH PETER**