**ARSHA RAJ PRADEEP**

**Dear Sir/Madam,**

I take this opportunity to introduce me as Arsha Raj Pradeep, a Post Graduate in Finance. A competent professional with more than 5 years of qualitative & rich experience in Accounts / Finance. A keen communicator with the ability to relate to people across all hierarchical levels in the organization. Possess ability to motivate people to achieve organizational objectives. Posses excellent communication skills, problem resolution abilities & maintains confidentiality. My detailed CV is enclosed herewith for your Reference and perusal.

My past experience is **Accountant** in Raswan Property LLC. ,Sharjah

At present, I look out for more challenging assignments by establishing myself in a stable, progressive organization offering career growth through proven Performance. I am extremely confident that a career with your organization will give me a wider scope to fully utilize my experience and further opportunities for professional development.

I would request you to give me an occasion in form of a personal interview to speak myself out in your organization.

Looking forward to hear from you,

**Sincerely Yours,**

**ARSHA RAJ PRADEEP**

** CURRICULUM VITAE**

**ARSHA RAJ PRADEEP**

Post Box No.25898

Sharjah, UAE  ***00971557369304*** . arshapradeep2014@gmail.com

**Career Objective:**

To secure a challenging position where I can effectively contribute as **Finance & Accounting Professional**, utilizing my technical skills acquired over the years. Also to enhance my professional acumen with an eye on setting very high professional standards and to become a solution provider in all kinds of situations.

**Current Work Experience:**

Company / Firm : Raswan Properties LLC

Sharjah, UAE.

Designation : Accountant

Period : 02/11/2015 to 28/02/2019

**DUTIES & RESPONSIBILITIES:**

* To maintain up to date billing system.
* To prepare invoice and payment follow up.
* To maintain accounts receivable customer files and records.
* Follow up on collect and allocate receipts.
* Monitor customer account details for non-payments, delayed payments and other irregularities.
* Follow-up with customers via phone, email or personally for outstanding payments.
* To prepare staff expenses and petty cash vouchers.
* To prepare monthly expense and revenue analysis.
* Enter all journal entries into the accounting software.
* Maintain all accounting registers.
* To Prepare quotation and reply for email..
* To verify and preparation of Invoice
* To check periodically all records concerning incoming/outgoing ledgers..
* To report to Senior Accountant regarding all matters from time to time.
* Also worked on Computerized Accounting Software.
* To prepare prepaid, depreciation, fixed asset gratuity,etc.
* Preparation of payroll , leave salary and other benefits.
* WPS Salary transfer.
* Keep a track record with bank balance, deposit and withdrawal of cash and cheques.
* To prepare Bank Reconciliation monthly.
* Making sure all documents are filed properly.
* Manage day to day office activities and accounts.

**Past Work Experience:**

Company / Firm : Revenue Med Ltd

Techno park, Trivandrum, Kerala, India

Designation : Accounts / Audit Assistant.

Period : 01/02/2012 to 30/09/2015.

**DUTIES & RESPONSIBILITIES:**

* Preparation of Ledger Accounts, Entering Receipts & payments, Reconciliation of Bank.
* Preparation of letters, Auditors Report in Microsoft Word.
* Preparation of Trading P&L Account, Balance Sheet in M.S Excel.
* Preparation of Income Tax return and VAT return.
* Also worked on Computerized Accounting Software (Tally) & Data Entry Operations.
* Check all accounting and clients databases are updated and functioning properly.
* Review and recommend changes in internal audit controls.
* Execute audit assistant functions to check the accuracy of accounting systems and procedures.
* Check and verify accounting books and records are in conformity with industry practices and corporate

Policies.

**Past Work Experience:**

Company / Firm : Johnson Joseph& Co.

Pathanapuram, Kollam, Kerala, India

Designation : Accounts / Audit Assistant.

Period : 01/06/2008 to 01/01/2012.

**DUTIES & RESPONSIBILITIES:**

* Preparation of Ledger Accounts, Entering Receipts & payments.
* Preparation of letters, Auditors Report in Microsoft Word.
* Preparation of Trading P&L Account, Balance Sheet in M.S Excel.
* Public Interaction in terms of completion of works, capturing of business etc.
* Preparation of **Income Tax return and VAT return.**
* Taxation work of Individuals, Companies and Partnership Firms.
* Concurrent and statutory auditing of banks and companies.
* Also worked on Computerized Accounting Software (Tally) & Data Entry Operations.
* Check all accounting and clients databases are updated and functioning properly.
* Review and recommend changes in internal audit controls.
* Execute audit assistant functions to check the accuracy of accounting systems and procedures.

**Computer Skill Sets:**

O/S Packages : MS Office, MS Excel

O/S Packages (A/C Packages) : Tally 9.2, COMRADE ERP

**Academic Qualifications:**

* Post Graduation : M.com E-commerce From SAS SNDP YOGAM COLLEGE KONNI

Pathanamthitta,kerala,India (2007)

MBA Finance &HR from Mahatma Gandhi University,

Kerala, India (Year-2014)

* Graduation : B Com with Computer Application SAS SNDP YOGAM COLLEGE

KONNI, Pathanamthitta , Kerala, India (Year-2005)

* Plus Two : Commerce from The Board of VHSE (Year-2002)

Kerala, India.

* SSLC : The Boards of Public Examinations (Year-2000)

Kerala, India.

**Personal / Soft Skills:**

* Comprehensive problem solving abilities.
* Excellent verbal and written communication skills.
* Ability to deal with people diplomatically.
* Willingness to learn & Good Team Player.

**Personal Details:**

**GENERAL INFORMATION**

Name : ARSHA RAJ PRADEEP

Date of Birth : 19/05/1985.

Gender : Female

Husband Name : PRADEEP T.P

Marital Status : Married

Nationality : Indian

Visa Status : Husband Visa.

Languages Known : English, Hindi & Malayalam

**PASSPORT DETAILS**

Passport Number : M0 125683

Date of Issue : 15/07/2014

Date of Expiry : 14/07/2024

Place of Issue : Trivandrum

I hereby assure you that the information furnished above are true to the best of my knowledge. Kindly consider my application and request for an opportunity to work with your esteemed organization.

Date : 04/02/2019 Arsha Raj Pradeep Place : Sharjah