



CAREER OBJECTIVE

To work in a challenging environment where I can utilize best of my abilities for the growth of the organization and ready to work both in dependently and as a member of team, utilizing the skills acquiring during my course and experience.

CONTACT

PHONE:

+971 581664380

EMAIL:

harithaprasad234@gmail.com

HOBBIES

Music
Travelling
Reading

SKILLS

Tally
QuickBooks
Excel

LANGUAGE

English
Malayalam (Native)
Hindi

PERMANENT ADDRESS

Kurumbamkandath(H)
Thrissur District
Kerala – India - 680711

HARITHA KP

ACCOUNTANT

EDUCATION

MBA - Finance

2019-2021
Bharathiyar University

Diploma in Professional Accounting

2016-2017
Accountants Service Society

BCA

2012-2015
Nirmala College of IT

WORK EXPERIENCE

UNITAC CO L L C [ACCOUNTANT]

15-04-2018 – present

- Preparing invoices, statements of accounts
- Monitoring and recording petty cash expenses
- Recording receipts and payments
- Recording supplier invoices, reconciliation of SOAs
- Monitoring receivables and following up outstanding payments
- Monitoring expenses.
- File Management
- Post purchases invoices
- post journal entries in the system
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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SHARJAH

Thanking you
HARITHA KP