



# PRASOON AG

## ACCOUNTANT (VISIT VISA)

### WORK EXPERIENCE



#### American Global Designing & Contracting - Manama, Bahrain

Accountant

Sep 22 - Aug 23

- Managing finance team and ensured that all accounting records were complete and accurate.
- Finalizing month-end and year-end closing statements, financial documents and invoices.
- Preparing and filing tax returns .
- Collaborate with other departments to gather financial information and resolve discrepancies.
- Well-versed with handling cash & bank accounts, proven track record of maintaining cash and bank including petty cash.
- Managing cash flow and increasing financial stability
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Preparation of daybook, creating periodic reports, profit & loss statements, and inter company transactions.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.



#### Nonoo Exchange Company - Manama, Bahrain

Accountant

Feb 15 - Aug 22

- Arranging inward and outward currency shipment to local/international clients.
- Monitor all banking activities to detect irregularities. Provide documentation for the purpose of supporting all financial transactions.
- Reconciliation and verification of accounts regarding cash at hand, Card, and cash at the bank for 5 clients and resolving discrepancies.
- Follows up on all transactions continuously and provides updates to the management.
- Assist senior accountant in preparation for monthly/yearly closings. Handling all day-to-day transactions related to Cash & Bank etc. Also prepares and submits monthly reports.
- Work closely with auditors during all audit processes. Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Perform all other related duties as assigned to meet the needs of the organization



#### Surat Goods Transport Pvt LTD, India

Accountant Cum Operations Assistant

Jan 14 - Jan 15

- Provide administrative, logistical, and secretarial support to the company.
- Assist with the maintenance of databases.
- Assist in the management of daily operations and communications with teams, partners, and vendors, including updating schedules and planning travel logistics

### CONTACT ME



+971 - 562279183



praseon999@yahoo.com



United Arab Emirates

### PROFILE SUMMARY

Organized accountant with proficiency in Zoho books, Tally ERP-9, MS Office, diploma in computer application and Outlook. Knowledge in accounting functions including payroll, bank and credit card statement reconciliation, and cash flow management. Prioritizes accuracy and timeliness in completing tasks.

### EDUCATION

Bachelor of Commerce - Finance  
Kannur University, India - 2011  
Plus two (Commerce) 2008

### CERTIFICATIONS

- Financial statement analysis (Bahrain Institute of Banking & Finance)
- Practical accounting and taxes (Tax study center)
- Diploma in computer application (Napcol)
- Diploma in practical accounting- Tally (Infra soft)
- Customer service program and customer care (NEC)

## SKILLS

- Written & verbal communication
- Microsoft office
- Attention to detail
- Organized team management
- Time management
- Multi-tasking
- Accounting
- Bookkeeping
- Budgeting.
- Reconciliations.
- Financial statement analysis
- Payroll processing
- Journal Entries
- General Ledger

## ADDITIONAL DETAILS

- Driving License: Bahrain Driving License & International License.
- Languages known:  
English, Hindi, Tamil, Malayalam

- Perform day-to-day accounting tasks, including recording financial transactions, verifying accuracy, and maintaining general ledger accounts.
- Maintained confidentiality of bank records and client information to prevent mishandling of data and potential breaches.



**Karvy Stock Broking LTD, India**

**Office Administrator Cum Accountant     Jun 11 - Dec 13**

- All banking activities to detect irregularities Provide documentation for the purpose of supporting all financial transactions
- Reconciliation and verification of accounts regarding cash at hand, Card, and cash at the bank for 5 clients
- Follows up on all transactions continuously and provides updates to the management
- Assist senior accountant in preparation for monthly/yearly closings
- Handling all day-to-day transactions related to Cash & Bank etc
- Also prepares and submits monthly reports
- Work closely with auditors during all audit processes Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Perform all other related duties as assigned to meet the needs of the organization.
- I hereby declare that the above details furnished are true to the best of my knowledge and belief.

## DECLARATION

I hereby declare that the above details furnished are true to the best of my knowledge and belief.

*Thank You*