



PREETHY PRAKASH

JUNIOR ACCOUNTANT



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

CONTACT



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UAE

SKILLS

Team Work

Financial Analysis

Financial Reporting

Payroll Processing

Organization Skills

Data Analysis

Interpersonal Ability

Reconciliation

Audit and Compliance

Time Management

CERTIFICATION COURSE

- Diploma in Computerized Financial Accounting.

LANGUAGES

English 100%

Hindi 100%

Malayalam 100%

PROFESSIONAL SUMMARY

Detail-oriented finance professional with an MBA in Finance and Marketing and hands-on experience in automotive and financial sectors. Skilled in accounting, reconciliation, and financial analysis. Proven track record in managing payables, receivables, and facilitating various financial services. Strong communicator with a focus on customer satisfaction and building relationships. Adapt at team collaboration and continuous learning.

EDUCATION

MBA IN FINANCE AND MARKETING | 2013

- MG University
- Caarmel Engineering College

BBA (Management) | 2010

- MG University
- St. Thomas College

WORK EXPERIENCE

ADMIN CUM ACCOUNTANT | June 2024 – Present

FINE PEST CONTROL SERVICE, SHARJAH, UAE

- Managing daily administrative tasks to ensure smooth office operations.
- Handling accounts payable and receivable, including invoice processing and follow-ups.
- Preparing monthly, quarterly, and annual financial reports for management review.
- Maintaining accurate and up-to-date financial records in accounting software.
- Coordinating with vendors, clients, and internal teams for financial transactions and admin tasks.
- Updating and reconciling bank statements, ledgers, and financial entries.
- Processing payments, receipts, and journal entries in a timely manner.
- Monitoring office supplies inventory and placing orders to avoid shortages.

JUNIOR ACCOUNTANT | 2023 – Apr 2024

INFOME TECHNOLOGIES LLC, DUBAI, UAE

- Managed financial transactions and maintained accurate financial records.
- Prepared and reviewed financial statements, reports, and budgets.
- Analyzed financial data and provided insights to support decision-making.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Peachtree	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.
- **MULTITASKING** - Juggling multiple tasks simultaneously while maintaining productivity and quality of work.




PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 01-04-1990
Marital Status	: Married
Nationality	: Indian

PASSPORT DETAILS

Passport No	: N3551149
Date of Expiry	: 08-10-2025
Place of Issue	: Trivandrum

INTEREST

		
Music	Travelling	Reading

REFERENCE

- Available upon request

- Ensured compliance with accounting principles, standards, and regulations.
- Reconciled bank statements and accounts payable/receivable.
- Assisted with audits and financial inspections as needed.
- Processed invoices, payments, and expense reports accurately and in a timely manner.

JUNIOR ACCOUNTANT (AUTOMOTIVE) | 13 July 2021 – Feb 2023

STAR TYRE SERVICES LLC, ALQUOZ, UAE

Web : <https://www.starauto.ae/>

- Handled automotive garage accounting operations.
- Managed the process of GARAGE PLUG.
- Posted and reconciled Tally entries.
- Organized and maintained documentation.
- Facilitated gold loan transactions efficiently within short timeframes.
- Exchanged foreign currency without incurring customer losses.
- Achieved maximum profit through excellent service.
- Listened to customer requirements and presented appropriate solutions to make sales.
- Maintained and developed relationships with existing customers in person, as well as via telephone calls and letters.
- Prepared financial statements and reports to summarize the company's financial status.
- Reconciled accounts, including bank statements and general ledger accounts, to ensure accuracy.
- Assisted in the preparation of budgets and forecasts to support financial planning.
- Processed invoices and payments, ensuring timely and accurate transaction recording.

JUNIOR EXECUTIVE | 24 Oct 2013 – 25 Jan 2018

MUTHOOT FINANCE LTD, KERALA, INDIA

Web : <http://www.muthootfinance.com/>

- Facilitated gold loan transactions efficiently within short timeframes.
- Processed housing loan applications and assisted customers through the loan approval process.
- Managed foreign exchange transactions, ensuring accuracy and compliance with regulations.
- Handled money transfer services, ensuring secure and timely transactions.
- Provided investment advice and processed investment transactions for customers.
- Developed and maintained relationships with customers to understand and cater to their financial needs.
- Conducted financial needs assessments to recommend appropriate products and services.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

PREETHY PRAKASH

