**CURRICULUM VITAE**

**PRAVEEN PARAMBATH**

**Email:**praveenparambath1@gmail.com

**M.COM (P G)** **Mobile: +971547384520 (UAE)**

**OBJECTIVE:**

To achieve career progress within the Accounts/Business Administration industry by accepting and executing challenging duties, continuously learning and developing new skills while contributing towards the objectives of the organization through utilizing my personal strengths, technical skills and knowledge acquired through work experience and academic training. **Experience:**

* Experience as an Accountant @ ARABIAN **GERMAN COMPANY SHARJAH, UAE. FROM SEP-2017 TO AT PRESENT**
* Experience in Accounts & Office administration **@ AURIS BIOSCIENCES PVT LTD, KERALA, INDIA. FROM JUNE-2015 TO JUNE-2017**

**ARABIAN GERMAN COMPANY SHARJAH** is a leading manufacturing company in producing interlock and kerbstone and supplying to construction field. The company has been 40 years of experience in this field as a monopoly power.

**Key Deliverables:**

* Sales order review and cash sales collection
* Sales invoice processing
* PDC cheque collection from customer
* Creating LPO and submitting to suppliers
* Checking Delivery Note on daily basis
* Posting entries for raw material purchase
* Bank & Cash account reconciliations
* Preparing payables cheque and payment processing
* Preparing and submitting of quarterly VAT (output & input) return to FTA
* LC and LG preparation and submission
* Payables entry preparation and invoice processing
* Preparing depreciation schedule
* Petty cash entry handling

**ERP using: SAP (FI module), EMAS and Tally,Oracle.**

**ACADEMICS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **SCHOOL / COLLEGE** | **UNIVERSITY/ BOARD** | **YEAR OF PASSING** | **AGGREGATE** |
| **M.Com (**Finance**)** | Assabah Arts & Science College valayamkulam | University of Calicut | 2015 | 68 |
| **BBA** | A.W.H college of science & technology, Anakkara | University of Calicut | 2013 | 70 |
| **HSC** (+2) | GHSS Kumaranalur, Palakkad | Board of Higher Secondary Examination Kerala | 2010 | 60 |
| **SSLC** (10th) | D.H.O.H.S.S, Pookkarathara | Board of Higher Secondary Examination Kerala | 2008 | 75 |

**TECHNICAL SKILLS:**

1. Familiar with **SAP FI module, Tally, E-MAS,Oracle**
2. **Excel** and other MS office programs (Vlookup and Pivot table)

**PROJECTS:**

* A Study on Customer service quality of **CANARA** and **ICICI Bank** with a special reference in ponnani taluk, Kerala.
* A study on financial performance of **REDSUN PLAST**I**CS** Perimbilavu.

**PERSONAL INFORMATION:**

Full Name : PRVEEN PARAMBATH

Date of Birth & Age : 03-04-1993

Sex : Male

Nationality : Indian

Marital status : Single

Languages Known : English, Hindi and Malayalam

Phone : +971547384520

E-mail : praveenparambath1@gmail.com

Passport Number : N0161214

Visa Status : employment visa

**DECLARATION**

 I hereby solemnly declare that the above details furnished by me are true to the best of my knowledge.

Place: UAE PRAVEEN PARAMBATH