

KEY SKILLS

- Team work
- Work ethic
- Leadership
- Communication
- Organization skills
- Time management
- Interpersonal ability
- Detail
- Punctual
- Quick
- Hard working
- Analytic skills

IT SKILLS

- MS Excel
- MS Office
- Tally ERP 9
- Peachtree

LANGUAGE SKILLS

	S	R	W
English	●	●	●
Malayalam	●	●	●
Hindi	●	●	●
Arabic	●	●	●
Tamil	●	●	●

DUTIES HANDLED

- Professional with 3 year of rich and deserve experience of serving the coustomer skillfully and in an over wheleing manner
- Possess domonstrated expertise in managing specialised work aspects viz. Special passenger service, interaction and problem solving and travel document monitoring
- booking/reservations, administration and data handling, accounting procedure and ensure coustomer satisfaction
- component to work with in and through the teams while ensuring a coustomer oriented service aproch
- Passionate about travelling and people interaction while prossessing excellent communication and interpersonal skill
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions
- Processing quotation request, quotation, purchase order, delivery note, sales & purchase invoices & other related accounting vouchers
- Ensure liquidity management strategies to maintain healthy cash flow availability
- Maintaining outstanding. Payable receivable review and finalizing ageing reports and monthly collection /payment reports
- Prepare bank reconciliation & reconciliation of debtors and creditors
- Manage and control inventory, maintain order register material inward and outward book
- Prepare & maintain payroll salary. Leave salaries.
- Prepare detailed trail balance & reconciling entry
- Prepare VAT return



PRAJIN PRAKASAN

COUSTOMER SERVICE EXECUTIVE AND ACCOUNTANT

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PERSONAL DOSSIER

Date of Birth : 06/03/1994
Gender : Male
Marital Status: Single
Nationality: Indian
Visa type: Visit Visa
Visa Validity: upto 22/06/2022
Availability to join: Immediately

PROFILE

Reservation & ticketing
Ramp safety
Coustomer care and safety
Procure to pay (P2P)
Team management
Airport safety
Document verification
Client relationship management
General security awareness
Amedues system
fire- fighting
ERP software management
Audit schedules

CAREER ABRIDGEMENT

To work in a challenging and dynamic environment that allows me to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

WORK EXPERIENCE

Assistant Accountant

Zahrat Al Nasseriah Construction , Bahrain | Jan 2017- Dec 2020

- Worked as assistant accountant and cashier.

coustomer service executive and counter staff

Thiruvananthapuram international airport, India | May 2014- Nov 2016

- Worked as assistant accountant

EDUCATIONAL HISTORY

Bachelor of Commerce

University of Kerala | 2014

Plus Two (Commerce with Mathematics)

Kerala State Board of Higher Secondary Examination | 2011

SSLC

Kerala State Board of Public Examination | 2009

IT CERTIFICATIONS

- Advanced Diploma in Professional Accounting
- TALLY ERP 9