

## 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

### CONTACT ME AT

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- Dubai, United Arab Emirates

### 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