

PRASANTH.R

Dubai, UAE.



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CAREER OBJECTIVE:

To obtain a position in challenging environment where my knowledge and organizational abilities can be fully utilized and to be at top of ever-changing business scenarios, be a self-starter capable of handling multiple assignments in divergent fields.

Summary of Experience:

- Over 3+ Years of experience in Finance / Accounts / Stores .

Educational Qualification:

- **Master of Commerce (M.Com)** from **AVC Arts &science college** (2014 to 2016) (Bharathidasan university ,Thruchy– Tamil Nadu)
- **Bachelor of Commerce (B. Com)** from **AVC Arts &science college** (2011 to 2014) (Bharathidasan university ,Thruchy– Tamil Nadu)

KEY SKILLS:

- Listening
- Excellent customer service
- Meeting sales goals
- Product knowledge
- People skills
- General math skills
- Job knowledge
- Active learning

CAPABILITIES:

- **Well-developed analytical skills** - Skilful at processing data/information, keeping records
- **Strong background in bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.
- **Expertise** in preparing financial statements, monitoring daily cash transactions, developing Annual budgets and recording all financial activity for businesses.
- **Interact** professionally with all levels of staff and maintain the highest level of confidentiality.
- **Proven ability** to handle multiple, competing priorities in an effective manner.

Sales – ZAM ZAM super market Tamil nadu 2016 to 2018

Roles and responsibilities:

- ✓ Greets and receives customers in a welcoming manner.
- ✓ Responds to customers' questions.
- ✓ Directs customers by escorting them to racks and counters.
- ✓ Provides outstanding customer service.
- ✓ Documents sales by creating or updating customer profile records.
- ✓ Manages financial transactions.
- ✓ Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.
- ✓ Alerts management of potential security issues.
- ✓ Assists with inventory, including receiving and stocking merchandise.
- ✓ Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

Store keeper– Rikun manufacturing pvt ltd, Tamilnadu

2018 to 2019

Roles and responsibilities:

- ✓ Receiving all incoming materials and verify for conformity to appropriate purchase orders.
- ✓ Goods receipt note(GRN) preparation
- ✓ Monthly stock report submitting to the finance department
- ✓ Monitor consignment stock based on consumption
- ✓ Keeping all the materials with traceability
- ✓ Wrongly ordered or delivered materials in coordination with the purchasing department.
- ✓ Keeping the store area layout neatly and cleanly.
- ✓ Maintain store relevant records day to day(GRN, MRS, BIN CARDS,RMS SLIP)

Software Skills:

- Tally (basics)
- Type writing
- MS Office (Word, Excel, PowerPoint)

Linguistic Skills:

- Tamil
- English

Personal Details

Father's Name	:	G.Ravichandran
Age	:	29years
Date of Birth	:	18 th MAY 1992
Gender	:	Male
Marital Status	:	Single
Passport	:	P1192363
Nationality	:	Indian
Visa Status	:	visit visa

Declaration:

I do hereby declare that the above-mentioned information is correct in best of my knowledge and I bear the responsibilities for the correctness of the same

(PRASANTH.R)