###### SURYA PRASAD C S

**TC 54/729 SANTHALAYAM NADUVATHU KARAKKAMANDAPAM NEMOM P O**

**TRIVANDRUM**

**Mob: 9567655010 Email:kannannaduvathu@gmail.com**

# Career Profile

**BHAVANI AUTO DISTRIBUTORS**

**(Authorised Distributor of Castrol India Pvt Ltd)**

Trivandrum

**Account Assistant & Administration Staff**

**(05 Nov 2003 to 2012 Dec)**

Key responsibilities include;

* Attendance, payroll and Salary administration
* Maintaining employee database, employee records
* Manpower supply as per production schedule
* Issuing uniforms safety equipments etc.
* Reconciliation of Customers Account
* Reconciliation of Bank Accounts
* Preparing Daily cash book
* Verification of cash and cheque deposit of Outlets on daily basis
* Inventry Dept( Billing , Purchase & stock handling)

**MEENAKSHI TRADERS**

**(Authorised Distributor of CEAT TYRES)**

Trivandrum

**Account Assistant & Administration Staff**

**(03 Jan 2013 to 2020 June)**

Job Profile

* Involved in cash Management
* Maintenance of fund transfer to various branches
* Updating of cash and Bank books.
* Bank Reconciliation on monthly basis.
* Preparing of Party wise outstanding report.
* Passing of receipts & payment entries on Oracle on daily basis
* Preparation of cheque bounce statement and passing the entries in Bank a/c and in Customers a/c
* Preparation of Credit card settlement statement

**HOTWHEEL CAR & BIKE ACCESSORIES GARAGE**

**Neyyattinkara**

**Account Assistant & Administration Staff**

**(03 Jan 2013 to 2020 June)**

Job Profile

* Involved in cash Management
* Maintenance of fund transfer to various branches
* Updating of cash and Bank books.
* Bank Reconciliation on monthly basis.
* Preparing of Party wise outstanding report.
* Passing of receipts & payment entries on Oracle on daily basis
* Preparation of cheque bounce statement and passing the entries in Bank a/c and in Customers a/c
* Preparation of Credit card settlement statement
* Customer Management

# Qualification

**B.COM**

University Of Kerala, Trivandrum.

Technical Qualification

* Excellent knowledge in Excel and word
* Knowledge in Accounting Software oracle based

**Languages**

* English (To read, write )
* Mother tongue, Malayalam (To read, write and speak )
* Tamil (To speak)
* Hindi (To understand& speek )

# Personal Details

* Age : 34
* Gender : Male
* D O B : 31/05/1980
* Material Status : Married

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References will be provided by request.