

PRASAD N K

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OBJECTIVES

To hold a responsible position in a reputed organization that provides challenging & rewarding career with ample growth opportunities that will further enhance a sense of strategic thinking and an ability to work with independent insight.

EXPERIENCE

EW INSPECTION AND NDT PVT LTD

<https://www.ewfgroup.com/>

(ENERGY WORKFORCE GROUP (EWF) of Companies is incorporated as a leading international engineering project management consultant, quality assurance, quality control, engineering inspection, training and consulting company to cater the increasing demands from construction and maintenance areas of various industries such as Oil & Gas, Petro-Chemical, Utility, and Power Generation)

23rd December 2019 – Present

Manager - HR & Accounts, Kochi-Kerala

Currently working as ***Manager - HR & Accounts*** to ensure branch's daily Accounting, HR operations and operating mechanisms are in accordance with the company's policies and procedures.

- General Accounting works and its supervision. (Includes Invoicing, Banking, GST, TDS)
- Financial reporting (Cash Flow Statement, Budgeting, Sales Reports, Receivable & Payable Reports, Financial Follow ups)
- Document Management (Responsible for maintaining proper records at office-Licensing Paper Works, Quotations, Tender Submissions)
- ESI, PF, Trade License registration and related works.
- HR & Administration (Recruitment, Appointment, Monthly Payroll Processing, PF & ESI, General Office administration)
- All other duties and responsibilities assigned on time to time by the management.

UFO MOVIEZ INDIA LTD (DIVISION OF APOLLO GROUP).

<https://www.ufomoviez.com/ourprofile>

(The largest Digital Cinema providing Company through satellite to the theatres from Apollo Group)

15th December 2008–3rd October 2018 (9.8 Years' Service)

Assistant Manager-Accounts- Kochi, Kerala

Worked as ***Assistant Manager-Accounts*** to ensure branch's daily accounting operations and operating mechanisms are in accordance with the company's policies and procedures.

- Collaborate effectively with the Accounting Department and Credit Controller in Head Office to report information regarding branch's turnover and receivable status. Reconcile 370+ customers' accounts and resolve issues for any discrepancies. Resolves collections by examining customer payment plans, payment history and credit line.
- Communicate with the Branch Manager with regards to the sales analysis, spoilages/returns, stock positions, sales / customer structure management as well as pricing maintenance. Suggest ideas for improvements. Receive and deposit daily cash/cheque collections.
- Daily posting of various journal entries in CRM Software. Match payment against invoices accurately. Process and report internal debit and credit memos each month. Issue monthly statement of accounts/invoices and do follow-ups for collections.

- GST Filing works.
- In charge of a Daily Cash Drawer, while taking payments and disbursing cash adhering financial policies and procedures.
- Authority to check and pass bills of branch staffs and issue payments accordingly to avoid discrepancies.
- Act as custodian of branch assets by preparing strict asset data and manage AMC's if anything related. All other liaison works as part of Branch operations, assigned.
- Maintenance of attendance and leave records of branch staffs for monthly salary preparations.
- All other duties and responsibilities assigned on time to time from head office related to my KRA.

ADONIS ELECTRONICS PVT LTD(CUSTOMER RELATION CENTRE-ONIDA), KOCHI, INDIA January 2006 – November 2008

Asst.Branch Accountant

Worked as Assistant Branch Accountant and the duties responsibilities handled are:-

- Prepares and maintains various monthly schedules.
- Manages monthly bank reconciliations for branch bank accounts
- Reconcile general ledger balances to sub-account balances on a monthly basis
- Formulates budget vs. actual analysis narrative monthly
- Adheres to financial policies and procedures and communicates those to the CRCs.
- Prepares Ad Hoc reports as required
- In charge of a daily cash drawer, while taking payments, returning change, and disbursing cash.
- Assisting Branch Accounts Officer, Branch Manager and Store Manager related to the data preparation as part of HO reports.

SKILL SETS

- Sound knowledge in Tally.
- Advanced knowledge in Microsoft tools used for various MIS reports in excel and PowerPoint techniques. Letter Drafting, Internet, E-Mail.

EDUCATION

- LLB (Final Year)
- Master of Business Administration(HRM) from Annamalai University, India
- Master of Commerce Degree from Mahatma Gandhi University, India
- Bachelor of Commerce Degree from Mahatma Gandhi University, India

PERSONAL INFORMATION

DATE OF BIRTH : 5th April 1980

MARITAL STATUS: Married

NATIONALITY : Indian

PASSPORT NO : F4102240

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.