

PRAVEEN KOREJJI



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Personal Details

Marital : Married

Status

Nationality : INDIA KARNATAKA MANGALORE

Visa : Visit Visa

Status

Skills

SOFT SKILLS *Data Analysis, software Proficiency, Team Leading, Leadership Skill, Time Management, Problem solving, Self- Motivation, team work skills, Analytical ability.

MS Word, MS Excel, Diploma in computer programming, Tally ERP 9, Oracle, SAGE, SIM (system inventory management).

Achievements & Awards

Best employee of the year award 2015 MUTHOOT FINCORP LTD (Mangalore & Udupi Districts)

Languages

English, Hindi, Arabic, Urdu, Kannada, Tulu, Malayalam.

OBJECTIVE

Certified Accountant with 10+ years of experience of ledger processes, reconciliations & streamlining reports. Possess an graduation. Seeking to leverage my professional expertise & experience into a managerial roal as a corporate banker.

EXPERIENCE

UNIVERSAL COLD STORE TRADING COMPANY LTD.(Kingdom of Saudi Arabia)

20-02-

2017 - 13-

05-2021

Accountant

- * Manage all Accounting Transactions
- * Maintin Accounts Receivable (A/R), Accounts Payable (A/P) , Reconciliation of Accounts,payments & credit facilities,
- * Manage Receipts, Payments, Sales bills, Purchase bills, stock group inventory, Full inventory, Purchase return, sales return, Branch Audit control.
- * Maintin Registers & Remembers, prepare financial statements, respond to financial enquiries
- * collaborate with extrenal & internal Auditors, outstanding collection, VAT & E-Filing, Stock adjustment (input, output) Day to day transactions Ect.

CITY COMPUTERS LTD LLC (Abudhabi United Arab Emirates)

10-April-

Accountant

2016 - 9-

Feb-2017

Journalising business transactions, Accounting inventory & valuations. Prepare trial balance, respond to financial enquiries, manage financial operations of the company, manage payment & credit facilities, Bills receivable, Bills payable, follow up with collection, strong client relationship, Analyzing account information, prepare BRS, supporting budgeting forecasting & MIS Reporting Ect.

MUTHOOT FINCORP LTD (Mangalore)

March

2013 -

March

2016

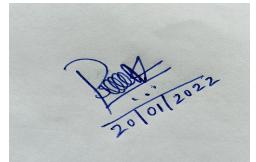
Business support officer

Handling executive manager at branch level, handling 21 branch operations, preparing and verification of bank reconciliation, physical verification of day to day business transactions and auditing, valuables, gold loan, SME loan,Towellr loan, Morgage loan, Business loan,Money Exchange, forex trading,Branch deputation, Bulk pledge verification, Branch auditing & verification, training to newly joining employees,internal audit & Reporting corporate office Ect.

HDFC BANK (Mangalore)	December
Credit officer	2011 -
Analyze application financial status credit & property evaluation, Handling customer complaints, manage customer credit files & approve loan, monitor the credit granting & updating process, verifying cash flow, Kyc verification of customer, loan outstanding verification, loan approved & disbursement, Approved loan within specified limit. Ect	November 2012
VIDYA HERBS PVT LTD (Bangalore)	June
Assistant Accountant	2010 -
Maintain vendors accounts, preparing monthly balance sheet schedule, prepare authorized refund voucher, cash allocation, maintaining stock register, preparing pay roll & disbursement, maintain cash and cheque liquidity, maintain registers & Remembers, handling petty cash, attendance registers , VAT Ect.	November 2011

EDUCATION

SDM COLLEGE UJIRE MANGALORE	2007-
B com graduations	2010
B+	
SDM College UJIRE	2005-
PUC	2007
B+	



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