

PRAVEEN KOREJJI



Contact

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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 graduations. 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)

Accountant

20-02-
2017 - 13-
05-2021

- * 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)

Accountant

10-April-
2016 - 9-
Feb-2017

Journalising business transactions, Accounting inventory & valuations. Prepare tral 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)

Business support officer

March
2013 -
March
2016

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 -

Maintin vendors accounts, preparing monthly balance sheet
schedule, prepare authorized refund voucher, cash allocation,
maintaining stock register, preparing pay roll & disbursement,
maintin cash and cheque liquidity, maintin registers &
Remembers, handling petty cash, attendance registers , VAT Ect.

November
2011

EDUCATION**SDM COLLEGE UJIRE MANGALORE**

2007-

B com graduations

2010

B+

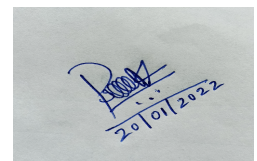
SDM College UJIRE

2005-

PUC

2007

B+



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