Rahul

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###### Objective

To use and apply skills gained through my educational background and experienced to obtain a challenging and competitive position, with a quality organization, leading to increasing responsibilities and career advancement.

**Summary of Work Experience:**

Working as an Assistant Accountant cum Stores In-charge with M/s. Medinova Medical Supplies L.L.C Mussaffah, Abu-Dhabi, since September 2012.

**Job Responsibilities:**

* Preparation of Invoices, Receivables & Payables Statements and follow-up of receivables.
* Preparation of various statements to cut/avoid loss of revenue.
* Preparation of supplier’s payments.
* Preparation of Bank Reconciliations Statements.
* Maintaining Petty Cash of the Organization.
* Processing and finalizing the monthly transaction checking of monthly payroll to ensure accuracy.
* Preparations of Monthly Financial Reports.
* Handling various assignments relating to Finance Department.
* Store Management including maintaining stock records, conduct physical verification of stock on regular basis, update the management about reorder status etc.
* Very wide and excellent contacts in UAE.
* Tender quotations, follow up & sourcing.
* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent assignments.
* Results-driven achiever with exemplary planning and organizational skills along with a high degree of detail orientation.
* Resourceful team player who excels building trusting relationships with customers and colleagues.
* Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.
* Dependable, responsible contributor with commitment to excellence and success. Highly motivated self-starter who takes initiative with minimal supervision.

###### Store in Charge

* To make the Item coding procedures.
* Prepare the aged item stock report
* Maintain the minimum stock level
* Supervise the packaging and handling of materials.
* Make stock ledger report as per Management requirement,
* Stock confirmation for each inventory documents,
* Annual closing.
* Create the stock valuation report.
* Generating all required reports regarding dispatch of products using MS-Excel.

###### Educational Qualification

* Completed Bcom with Computer Application at Amrita Vishwa Vidyapeetham, Kollam, India.
* Completed +2 (Kerala) (2006-2008) with a percentage of 65% in Commerce from Marthoma Higher Secondary School, Venmoney, Alapuzha, India.
* Completed 10th (Kerala) (2005-2006) with percentage of 70% from JMHSchool, Kodukulnnji, Alapuzha, India.

**OTHER SKILLS AND COMPETENCIES:**

* Good Communication Skills in both Written and Spoken English.
* Good computing skills in Microsoft Office, Tally ERP, Trade Easy. PACT, Microsoft Outlook& Photoshop.
* People management and team building.
* Presentation skills.
* Event Co-odinator for College Day, Sports Day etc.
* Learning about new ideas and creative skills for self-development
* I do have good relationship with the reputed medical Consumables Suppliers in UAE

**ACHIEVEMENTS:**

* Researched and submitted a paper presentation on a comparative study on the three

Banking sector innovative products of different insurance scheme during the 3rd semester.

* Researched and analyzed the Pharmaceutical Sector as a paper presentation for the BSDP (Business Skills Development Program) conducted in my college by MSME (Micro, Small and Medium Enterprises), Government of India, during the 3rd and 4th semester.

###### Project Details

* A research report on identifying the job satisfaction level of the employees in The Kerala state coir corporation Ltd Alappuzha dist.

###### Industrial Visits

* Kerala Minerals and Metals Kollam Kerala India
* Apollo Tires Private LTD Kerala India.
* Modern bread factory Edappally Ernakulam Kerala
* The Kerala state coir corporation Ltd Alappuzha, Kerala

###### Key Skills

* Good Motivational and Communication Skills
* Ambitious, Enthusiastic, Creative and Dedicated to work
* Leadership Qualities and Smart work Nature

###### Languages Known

* English ( WRS )
* Hindi ( WRS )
* Malayalam ( WRS )
* Tamil (S)

###### Personal Details

* Nationality : Indian
* State : Kerala
* Sex : Male
* Marital status : Single
* Date of Birth : 08-11-1990
* Driving License : Driving License UAE (Manual)
* Visa Status : Holding Residence Visa of UAE (can be cancelled/transferred within minimum time)
* References : Can be furnished upon request.

###### Declaration

I hereby declare that above information speechified is true is true to the best of knowledge and belief. I consider myself familiar with Accounting. I shall be highly grateful if you could provide me with an opportunity to do work in your esteemed organization. I look forward for favorable response.