**CURRICULUM VITAE**

**RAGHUNATH**

[**RAGHUNATH.368084@2freemail.com**](mailto:RAGHUNATH.368084@2freemail.com) 

**CAREER *OBJECTIVE***

To be a part of a growing organization that provides challenging environment and opportunities to learn the cutting-edges technologies to effectively contribute in the Organizational aspiration

**EDUCATION QUALIFICATION:**

* **S.S.L.C**

GOVT HIGHER SECONDARY SCHOOL THOLANUR, PALAKKAD

UNDER KERALA STATE EDUCATION BOARD

* **HIGHER SECONDARY EDUCATION (COMMERCE)**

GOVT.HIGHER SECONDARY SCHOOL, PUKUNNAM, KERALA

UNDER KERALA HIGHER SECONDARY BOARD

* **B.com(corporation**)

Co-operative college Thrissur

UNDER CALLICUT UNIVERSITY

* **MASTER OF BUSINESS ADMINISTRATION (FINANCE MANAGEMENT)**

CHINMAYA INSTITUTE OF MANAGEMENT &TECHNOLOGY, THRISSUR, KOLAZHY

UNDER BHARATHIAR UNIVERSITY

**COMPUTER SKILLS**

* Tally ERP
* MS Office. Excel Advanced.
* Oracle.
* OBM

**PROJECT DETAILS:**

Project Title : “A study on Influence of Inflation in ULIP”

Company : Birla Sun Life Insurance Thrissur branch

Description : The objective of the project was to identify the Influence

Of Inflation on the ULIP plans.

**EXPERIENCE:**

**Excel Impex** (A Diamond coated tolls manufacturing company) woked for 2 years as an Administrator cum Accountant .

I have Practiced under a Charter Accountant (**Mr Mohanan FCA).**

I have been part of **Kemco Electrical Qatar,Doha** as a **Accounts Assistant for last 2 year.**

**JOB DESCRIPTION:**

I have dealt with process and reconcile a wide variety of accounting documents such as invoices departmental billings, employee reimbursements, cash receipts, and journal vouchers; review and code financial information; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records.

**DUTIES ASSIGNED**

**Administration**

* Asst. the overall Administration
* Report submission directly to GM and MD
* Performance analysis of various level of employees
* Solving the different levels of problems
* Maintaining the records of printing & stationery
* Conducting various levels of meeting

**Internal Auditor:**

* Leading the Team of Internal Auditors
* Inspecting all the internal documents as per the part of ISO certification
* Giving appropriate Direction to all department Heads Regarding the ISO certification
* Conducting Meetings and Training programs for the purpose of the ISO certification

**Accountant:**

* Prepare accurate daily reports and verify reports made by others
* Preparation of final Accounts
* Service tax,sales tax & Other Govt. Paymants
* Preparation of ESI &EPF
* Preparation of Bank Reconciliation Statement
* Verify daily deposits of sales receipts and make sure they correctly entered into the book.
* Compile reports on monthly basis
* Check out and collect returned item
* Providing support to the team of accountants

**PERSONAL *SKILLS:***

**Communication -** Deals with internal and external customers at all levels to ensure successful communication via actively listening and probing questions.

**Problem solving** - Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate solutions, efficiencies and high level of quality**.**

**Team Player -** Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.

**Planning and organizing -** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner. Educational Qualifications

**ACHIEVEMENTS & EXTRA CURRICULAR:**

* I have played the role -Head of Best Manager event of South Indian Management Meet conducted by Chinmaya Mission College Thrissur. Coordinator of the anchoring secession of the south Indian management (KURUKSHETHRA (2011-2012).
* Member of the south Indian management meet KURUSHTHRA2011-2012
* Played the role of Head of the Best Manager event KURUSHTHRA2011-2012
* Attend the seminar secession of Dr. vijayakumar (The head of human resource IIM)
* Coordinator of the anchoring secession of the south Indian management(KURUSHETHRA (2011-2012)
* Participate the human excellence program by Art of Living
* Attend the personality Development program from corporate trainer Mr.Edizon Francis