[**Rajeesh.371605@2freemail.com**](mailto:Rajeesh.371605@2freemail.com)

To

**The Recruitment Manager**

(Human Resources)

**Subject**: Employment in your organization.

Hello Sir/Madam

I take extreme pleasure to introduce myself I am **Rajeesh** a Post Graduate in Business Management from Anna University and worked for **Saudi Binladin Group** as a Contracts & Commercial Coordinator from 15th June 2011 to 31st January 2016 and also worked for Brain All India Civil Service Academy as an Academic Promoter from March 2016 to May 2017. I hereby attach my CV which will give you pertinent information about my qualification and experience for the post I am applying for.

I am confident that I could meet your requirements and would be most competent in fulfilling the job at hand. I am a hard worker and a fast learner too. I believe I have what it takes to help attain the company's goals and objectives on time.

Thank you for your time and considerations

**Rajeesh**

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| RRRR.JPG**Rajeesh** | | | | | | | | | | |
| Well-educated ***Finance and Accounts professional***with ***Six+ years*** of experience, with proven Skills, also experienced in **Marketing, and Sales Promotion.** Self motivated multi-skilled team player; performed very well under work pressure; and achieved targets successfully. Strong ability to adapt to new and challenging work environments, possess excellent analytical, problem solving, communication, presentation, and administration skills. | | | | | | | | | | |
| **STRENGTHS** | | | | | | | | | | |
|  | + | **Possess dual Master Degrees in Business Management** | | | | **+** | **Well experienced (GCC) in Finance** | | | |
|  | + | **Computerized Accounting (Tally & QB)** | | | | **+** | **Business correspondence & Office automation** | | | |
|  | + | **Working experience in MS-Excel, Oracle** | | | | **+** | **Excellent Analytical/Administration Skills** | | | |
|  | + | **Experienced in Marketing and Sales promotion** | | | | **+** | **Linguistic assets** | | | |
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|  | | | |  |  | **EDUCATION** | | |  |  |  |
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| **MASTERS** : **Master of Business Administration- MBA (with 68%)**  Anna University, 2008-2010    **BACHELORS : Bachelor Degree in Commerce- B.com (with 55%)**  Kerala University, 2005-2008  **SCHOOLING : Higher Secondary Schooling till 12th – Commerce (with 68%)**  Kerala Board of Higher Secondary Education, 2005  **MANAGERIAL RESEARCH PROJECTS**   * A study on Organization structure conducted in Family Plastics & Thermo ware, Manvila, Trivandrum, Kerala.   **DESCRIPTION:** Data collection, Data analysis, Interpretation, Presentation**,** Findings, Recommendations and Preparation of Project Reports | | | | | | | | | | | |
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|  |  |  | **IT/TECHNICAL QUALIFICATION** |  |  |  |
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| Proficient in **MS- Word, Excel and PowerPoint** | | | | | |  | |
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| Trained in **Tally, Quick Books & SAP** | | | | | |  | |
| **Add On:**  - RTF (Riyad Trade Finance Solution)  - Oracle  - Prolog Manager | | | | | | | |
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|  | |  |  | **PROFESSIONAL EXPERIENCE** |  |  | |  | |
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| **Brain All India Civil Service Academy -** March 2016 to May 2017  Department : Marketing  Worked as : Marketing Executive (Academic Promoter)  **DUTIES & RESPONSIBILITIES:**   * + - **Regular school visits** to meet with the school management and Principal in order bring admission to the institute.     - **Counsel Parents and Students** about our institution So as to bring admissions to the institute.     - **Report to Marketing Manager** about daily field work experiences.     - **Providing Admission Status** to the Higher Management.     - **Keep regular Communication** with the principal and school management.     - **Contribute ideas** and participate in overall business promotion activities.     - **Send reports** to the head office at regular intervals.   **SAUDI BINLADIN GROUP-RIYADH HQ -** 15th June 2011 to 31st January 2016  Projects : King Abdullah Financial District, King Fahad National Library & Saudi Arabian Monetary Agency.  Department : Contracts & Commercial Department  Worked as : Contracts & Commercial Coordinator  **DUTIES & RESPONSIBILITIES:**   * + - **Produce financial Status of Letter of Credits** for Head of the department.     - **Produce financial reports** for the Executive Meeting.     - **Providing Financial Status** of the projects to the concerned Project Management.     - Administration of **Advance Payment** to Subcontractors & Suppliers in accordance with the agreed terms & Conditions.     - **To reconcile periodical Bank Statements** with Company’s account statements.     - Managing **Bank Guarantees** from the subcontractors & Suppliers.     - Scheduling & executing the **recovery of Advance Payments & Loans** paid to subcontractors.     - Keep **Communicating with the Bank** to resolve the issues in payments to the suppliers & Subcontractors.     - Administration of **Payments for the Suppliers/Subcontractors** through Letter of Credit.     - In operation with **Establishing and Amending of Letter of Credits** according to the purchase orders or the contract agreements.     - **Forecasting** future LC Requirements and preparation of **LC Plan** for the Projects.     - Arranging **Insurance** for Shipments in coordination with the Insurance companies.     - **Clearance of Shipping documents** from the Bank in coordination with the bank officials.     - Preparation of **Letter of Credit Opening /Amendment Applications.**     - To manage **Interim Payment Certificates** (IPCs) and **Material Receipt Vouchers**(MRVs) in coordination with site offices/main stores to release payments timely.     - **Co-Ordination with Stores, Site Engineers & Suppliers** for documentation & payment process.     - **Continuous communion** with suppliers/ subcontractors to manage their Commercial Invoices, Bank Guarantees, Pro forma Invoices, Bank details and other L/C documents. | | | | | | | | |

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|  |  |  | **INTERESTS AND ACTIVITIES** |  |  |  |
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| I enjoy taking up new challenges and eager to explore latest innovations in the industry. During my time at University and work, I have gained a lot of important skills like interpersonal, organizing, managerial, communication etc. I participated in several Seminars, Case studies, Group Discussions, Debates, Event Management & Industrial Visits. I enjoy listening to music, travelling and cooking. | | | | | | | |

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| Furnished promptly upon request | | | | | | |