**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**

|  |
| --- |
| 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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **EDUCATION** |  |  |  |
|  |  |  |  |  |  |  |
| **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 |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  | **IT/TECHNICAL QUALIFICATION** |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Proficient in **MS- Word, Excel and PowerPoint** |  |
|  |
| Trained in **Tally, Quick Books & SAP** |  |
| **Add On:**- RTF (Riyad Trade Finance Solution) - Oracle- Prolog Manager |
|  |  |  |  |  |  |  |
|  |  |  | **PROFESSIONAL EXPERIENCE** |  |  |  |
|  |  |  |  |  |  |  |
| **Brain All India Civil Service Academy -** March 2016 to May 2017Department : 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 2016Projects : 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.
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  | **INTERESTS AND ACTIVITIES** |  |  |  |
|  |  |  |  |  |  |  |
| 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. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  | **REFERENCE** |  |  |  |
|  |  |  |  |  |  |  |
| Furnished promptly upon request |