**RAJESH**

Email: rajesh.371850@2freemail.com

**OBJECTIVE:**

My sole objective is to build my career in a progressive organization that will provide me exciting opportunities to learn more and utilize my skills and experience. My key strength is my ability to learn more and study more and produce results within the stipulated time period.

**WORK EXPERIENCE:**

1. **Brand Matrix – Account Executive**

Brand Matrix is reputed Branding and Event Management Company in Bangalore Karnataka where I worked as an Accounts Executive since 12 July 2016 to 16 June 2017 and scope of my work was:

* Maintaining day to day accounting transaction.
* Posting entries in accounting software daily basis.
* Reconciliations of General/client ledger.
* Handling of Accounts Receivables/Payables.
* Handling petty cash transaction.
* Payroll processing.
* Monthly tax calculation and filing returns.
* Handling customer/vendor queries.
* Finalizing the accounts for audit report.
1. **Hanish and Associates – Chartered Accountant**

**Hanish and Associates** Bangalore Karnataka is a Chartered Accountant Firm where they handle accounting and audit services to various clients like Embassy groups, Hilton International and Siemen’s. I worked as an Accounts Executive since 02 December 2013 to 28 May 2016 (2.3 years) and scope of my work was:

* Accounting of vouchers: Cash, Bank, Journal, Purchases,sales.
* Ledger verification and vouching to find irregular entries.
* Bank and Vendors Reconciliation.
* VAT & Service tax deduction and remittance.
* Preparation of VAT audit and filing the returns.
* Co-ordination in preparation of trading account.
* Posting entries in the books of accounts.
* Coordination in preparation of internal audit.
1. **Santhyanarayan and Co-Chartered Accountant**

Worked with them from May 2013 to October 2013 and gained good experience in the field of accounts and taxation under the guidance of experienced people, scope of work was**;**

* Day to day Accounting transaction & voucher entry in Tally ERP.9.
* Monthly Service Tax Deposit computation.
* Monthly Sales Tax Deposit computation.
* Bank reconciliation.
* Vedor reconciliation.
* Coordinating on preparation of Statutory Audit.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year of passing** |
| MBA | Sikkim Manipal | Sikkim Manipal University | 2015 |
| B.COM | SMS college, Brahmavar | Mangalore University | 2013 |
| Xll STD | SMS college, Brahmavar | Karnataka State Board. | 2010 |
| X STD | Sharadha High School | Karnataka State Board. | 2008 |

**COMPUTER SKILLS:**

MS Office, Tally ERP9, and ERP-I build.

**STRENGTHS:**

* Open mind to explore new avenues of achieving organizational goals and targets.
* Keep up with the expectation when shouldered with responsibilities.
* Work in a team and learn at every opportunity.
* Positive attitude and dedication towards the work.

**PERSONAL PROFILE:**

Date of Birth : 01-12-1992

Sex : Male.

Nationality : Indian.

Languages Known : English, Kannada, Hindi and Tulu

Visa Status : Visit Visa

I hereby declare that all particulars stated here are true to the best of my knowledge.

Thanking you, **Yours faithfully,**