*RIJESH*

# C:\Users\user\Downloads\photos\jpeg.jpg

Personal Information:

*Age & DOB*

*34 ; 19-11-1983*

***Religion***

Hindu

**Languages known**

English

Hindi

Malayalam

# **Sex & Marital Status:**

Male

Married

# **Passport Details:**

Number: P5352615

Date of Issue: 12.01.2017

Place of Issue: Kozhikode

Date of Expiry:

11.01.2027

**Driving License Details**

M/C with gr

LMV

Valid from-07-05-2010

Valid To -06-05-2030

Place of Issue- Kakanad

Email: [rijesh.374052@2freemail.com](mailto:rijesh.374052@2freemail.com)

CAREER Objective

To seek a challenging position that would enable me to contribute to the organizational goals, to enhance my knowledge and skills which would help me in my professional development and also to contribute to the growth of the organization.

PROFESSIONAL PROFILE

**1.K.K. Associates- Accounts Associate**: 08-03-2017 to 28-10-2017 (India)

Book Keeping

Bank Reconciliation

Finalization

Prepare Vouchers and Passing entries in Tally ERP-9

General Accounting function

**2.Tawoos - Accountant cum Cashier:** 17.05.2012 to 27.04.2016. (Muscat)

Cash Management

Preparation of payroll

Account Reconciliation

Interacts with Banks

Getting approval on Vouchers and passing entries to software system

**3. Muthoot Finance – Accounts executive:** 24.01.2011 to 03.05.2012. (New Delhi)

Preparation of payroll

Cash Management

Gold Appraisal

Getting approval on Vouchers and passing entries to software system.

**4**.**K V R Bajaj-Accountant:** 02-12-2007 to 12-12-2008. (Kerala)

Preparation of Payroll

General Accounting function

Getting approval on vouchers and passing entries to software system.

Cash Management.

ACADEMIC PROFILE

Bachelor of Commerce (B. Com) University of Calicut- 2005.

TECHNICAL SKILLS

1.Diploma in Computerized Financial Accounting- Tally ERP-9, Dac Easy, Peachtree (2003-2004)

2.MS OFFICE, MSWord, MS Excel.

Key Skills/COMPETENC

Ability to work under pressure and task oriented environment.

Have passion to learn new things and ability to grasp the subject.

Friendly and easy going with people, keen observer, fast learner, able trainer & good listener

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place : Kannur

Date: Rijesh.