**RINEETH**

**E-Mail:**[***Rinith.376680@2freemail.com***](mailto:Rinith.376680@2freemail.com)

**Mobile: +971504973598**

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| **CAREER OBJECTIVE** |

Seeking the position in your firm, which will help me to utilize my skills and knowledge and to involve as a part of the team that dynamically works towards the growth of the organization.

**SUMMARY**

* Having 6 months of work Experiencein the field of Accounts with a designation as Accounts Assistant under Jeevan Kumar M.
* Preparation of accounts of Sole Traders / Partnership firms.
* Preparation of GST returns and such other formalities relating to Taxation.
* Efficiently managed, and personally done computer data entry works in Standard financial accounting packages (Tally ERP-9).

**Duration: July 2017 – December 2017**

**DESIGNATION:Accounts Assistant**

**Responsibilities:**

* Preparing the accounts for the sole traders as well as the partnership firms.
* Preparation of GST returns.
* Entering the data in the Standard financial accounting package.

**CERTIFICATIONS**

* **Student Entrepreneur summit**

September 2016 to Present.

* **Future retail**

April 2017 to Present

Successfully completed the project entitled "Consumer Profiling At Big Bazaar Mangalore" (A Div of Future retail Limited). Duration April-June 2017.

* **Asian Business Environment**

March 2017 to Present

The Asian Business Environment was held at Help University in Malaysia. the sessions were taken by Dr Chung Tin Fah and MrBaldevsingh Sidhu.

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| **EDUCATIONAL QUALIFICATION** |

* MBA with Finance and Marketing Dual Specialization from Justice K.S Hegde Institute of Management, Nitte (ACBSP accredited), secured with 71%.
* Bachelor of Business Management from S.D.M college of Business Management Mangalore, secured with 54%.
* Pre-University (Commerce) from St. Joseph Bajpe, secured with 78%.
* SSLC from St. Joseph Bajpe, secured with 64%.

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| **COMPUTER COMPETENCY** |

* Basic Computers.
* Microsoft Excel.
* Microsoft Advance Excel.
* Tally ERP-9

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| **STRENGTHS** |

* Efficient Management skills
* Effective communication skills
* Good listener
* Self-Discipline
* Positive attitude

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| **LINGUISTIC SKILLS** |

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| **Read & Write** | English, Hindi |
| **Speak** | English, Hindi |
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| **Personal Information** | | |

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| Date of Birth  Religion | 1.09.1994  Hindu |
| Nationality  Marital status | Indian  Single |
| Sex  Hobbies | Male  Photography, volley ball |

I hereby declare that the above-furnished statements are true to best of my knowledge and belief.

Thanking you,

**Place:** Dubai.

**Date:** Yours faithfully,

(**RINEETH**)