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| **RITHIN**  **Personal Information**  .  **Date of Birth:** 12 November 1994  **E-mail:** [rithin.379625@2freemail.com](mailto:rithin.379625@2freemail.com)  **Languages Known**  English, Malayalam, Hindi |

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| Career Objective |

I am looking forward to take up intriguing assignments to the related field of industry and assure that I will set a record for better of the organization. Aiming to achieve a challenging career in the field of “FINANCIAL ADMINISTRATION” in an organization where performance is demanded and recognized.

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| Work Experience |

**Admin Executive @ Additional Skill Acquisition Programme\_Govt. of Kerala**

**Jan 2017 –Dec 2017**

* Responsible for the routine activities and general ledger accounting
* Perform monthlybalance sheet, income statement and changes in financial position.
* Cash and petty cash book preparation
* Accounts management, reporting to senior managers.
* HR payroll and attendance management.
* Scheduling and recruiting of employees.
* Coordinating meetings and various programs
* Office administration and Client management.

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| Skills |

* Well versed with the concepts of Human resource and Financial management
* Conversant with IT tools like MS Office, SPSS
* Excellent team player with strong analytical, managerial & organizational skills
* Interpersonal communication skills, ability to learn new concepts quickly, communicating ideas clearly.
* Excellent time management skills and the ability to prioritize work.
* Strong leadership skills with the ability to multi-task.
* Self-driven in work

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| Education |

2014 – 2016 **Masters of Business Administration in Human Resource and Operations Management**

**Kerala University**

**(College of Engineering Trivandrum)**

73 percentage

2011 – 2013 **Bachelor of Business Administration**

**Calicut University**

80 percentage

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| Internships and Projects |

July, 2016 **A Study on Internal Supply Chain Performance**

**Kerala Feeds Ltd**

June, 2015 **Intern at Apollo Tyres Ltd**

Feb, 2014 **A Study on Brand Equity of Nirapara rice products**

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| Volunteer Experience or Leadership |

* **January 2018** - Worked in team for coordinating various activities in connection with the **58th Kerala State Kalolsavam**
* **July 2017 -** Coordinated State level inauguration of **Worlds Youth Skill Day and Skill expo.**
* **March 2014** - Coordinated the HR event in **National Management Fest, Yamistha** conducted by CET School of Management, Trivandrum.