**RAJESH**

**E-mail:****rajesh.382809@2freemail.com**

**CAREER OBJECTIVE**

To be part of an organization which utilizes my skills and expertise in its process of growth and change, while giving me ample opportunity to learn and enrich my competence and to be seen to have contributed significantly in an attempt to achieve the right consensus and to use my skills for the progress of the company I work for.

**ACADEMIC QUALIFICATIONS**

* **Bachelor of Commerce (B.COM) from St. Philomena College Puttur**
* **Subjects Studied:**
* Financial Management
* Accounts
* Taxation
* Training & Development
* Organizational Behaviour
* **12th (PUC)** Karnataka State Board in ST. Philomena college Puttur
* **10th (SSLC)** Karnataka State Board in ST Marys English Medium High School Uppinangady

**STRENGTHS and SKILLS**

* High level of confidence and determination.
* Adaptability to different environments and quick learning capabilities.
* Team player, flexible and fast learner.
* Excellent  problem solving skill and Judgment power
* Self-reliant and Hard working
* Go-Get up attitude

**COMPUTER SKILLS**

* Microsoft Office (Word, Excel, PowerPoint, Outlook )
* Proficient in E-Finance which includes Tally 9.0, VAT enabled, Peachtree, DacEasy.
* Proficient in MS Access, MS Office.

 **HAMDAN BIN SAID HAMED AlGHIATHI TRADING & CONTSTRUCTION- SOHAR OMAN**

**POSITION : ACCOUNTANT (SEPTEMBER 2016 –JULY 2018)**

CAREER PROFILE

Finalization of Accounts & Preparing Profit & Loss account and Balance Sheet, Cash Flow statement, Fund Flow statement, Ratios’ and Analytical points

Preparation of Fixed Asset Register, Depreciation & Prepayment Schedules  Preparation of payroll and in WPS, staffs leave benefits & Gratuity settlement

Preparation of Account/bank reconciliation, supplier reconciliation

Well versed in preparation of department wise Monthly Collection Report

 Expertise in reconciliation of receivable & payable’s with their respective statements

 Preparation of Daily & Monthly sales report

 Dealing with the Internal & External Auditors of the company

 Preparation and submission of Projected Financials for Bank Facilities (OD, Bank Guarantee, Vehicle Loans)

 Liaison with overseas agents and processing Overseas TT payments

 Accounts Receivable Ageing Analysis & Timely follow ups

Liaison with Insurance companies and handling insurance claim

**Inchcape Shipping Services** :**Karnataka, India**

* **Position: Logistic assistant (Six months)**
* **Career Profile**
* Handling sea, air, road shipments (Import & Export)
* Checking & receiving documents from customers
* Processing the import & export documents on online.
* Processing online port payments
* Coordinating with customers for the documents of their shipment after receiving arrival notice .
* Coordinate with Port authorities for port handling, storage charges etc.
* Arranging the chemical shipments of our clients.
* Upon customers request we are arranging LCL, 20ft,40ft & if required for refer, standard, High Cube, Open Top containers.
* Coordinate with ISS transport dept. with ref. to clearing sea, air, land and export shipments.
* Upon customers request if in case requested we also arrange for Insurance for the shipment.
* Ensuring customers are kept updated with all the information regarding their shipments.
* Preparing the gate pass upon customer request (Processing Import BOE)
* Preparing transfer of ownership documents within the free zone companies.
* Receiving documents from ISS transport dept. and arranging the documents for billing

***Achievement: It was great learning and growth experience wherein I was able to prove myself.***

**PERSONAL PROFILE**

Sex                                        : Male

   Date of Birth              : 17/07/1995

   Languages known               :    English, Hindi, Konkani, Kannada, Tulu,Basic Arabic

    Nationality                           :    Indian

Marital Status                      : Single

**DECLARATION**

 **I hereby declare that all the information furnished above is true to the best of my knowledge and belief.**