**CURRICULUM VITAE**



**Rajesh**

**Contact Details**

**rajesh-394473@2freemail.com**

**Personal Information**

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| Date of Birth | : 05 January 1994 (25Y) |
| Gender | : Male |
| Marital Status | : Unmarried |
| Nationality | : Indian |

Religion & Caste : Hindu, Nair

Language Known : Malayalam, Hindi, &

|  |  |
| --- | --- |
|  | English |
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**Declaration.**

I hereby declare that ,the above information are true to the best of my knowledge an belief and can be supported by the certificates in originals in case of any requirements

Date: With

19/09/2019 Regards

Rajesh

Place:

Velur Sign

**CAREER OBJECTIVE**

To build a strong career in the industrial Sector and improving the slandered Of the firm by involvement of my hard work in all field of the job given to me and energizing my surroundings to achieve the highest expectation of the firm.

**PERSONAL SKILLS**

* Comprehensive problem solving abilities
* Good Team Member and Ability to Learn Quickly
* Adaptable and Flexible to Varying working Enviourment
* Ability to transform Concept to Reality
* Initiate creative ideas to improve work process

**ACCADAMIC QUALIFICATION**

**In 2009 :** Completed **S.S.L.C** under Board of publicExamination board, Kerala.

**In 2013 :** Completed **Plus-Two** under Board of SeniorSecondary Examination, Kerala In Commerce**.**

**And Now :** Waiting for the Result of Graduation In **Bachelor of Commerce(Finance)** fromCalicut University ,Kerala

**PROFFESSIONAL QUALIFICATION**

**In 2019 :** Completed Diploma in Practical Accounting,GST and GCC VAT under National Centre for Labor and Learning (**Certificate No.200596**)



**COMPUTER PROFICIENCY.**

* Tally Erp 9
* Comprehensive Knowledge in M.S.Office

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| ***Working experience*** |

**CURRICULUM VITAE**



**Work Experience**

**Total Experience : 2.5 Years as Accounts Professional**

**Company Profiles**

Period of Work : 01/08/2015 to 31/01/2017.

Designation : Accounts Assistant

**Roles & Responsibilities**

* Responsible for entire Accounting / Document Management and clerical jobs of the company
* Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees
* Recording of expenses & Purchases and materials delivery

✓ Follow ping of Account Receivable & Payable

* Preparing Stock reports with help BIN Card Stock Register
* Receiving Quotation & Preparing Purchase orders

Period of Work : 01/03/2017 to 31/03/2018

Designation : Accountant

**Roles & Responsibilities**

* Maintaining the books of accounts up to finalization
* Receipt, issue and inventory control of material
* Bank deposits, Payments and reconciliation
* Preparation of Month end reports, Yearend reports
* Evaluate monthly profit and loss account
* Checking vouchers with supporting documents
* Checking all the tax related documents
* Preparation of Vouching Notes
* Preparation of Payroll
* Preparation of Depreciation statements
* Follow Up Outstanding Debtors
* MIS Reporting