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# RAJEESH

# RAJEESH.320400@2freemail.com

**Career Objective**

To enhance & contribute the best of my learning, knowledge and experience to an esteemed organization. Looking to work with multiple responsibilities by sharing my skills/experience on competitive environment and to productively contribute towards the growth of the Organization and thus grow professionally.

**Profile**

* Qualified and result oriented MBA Graduate with strong Accounting background, having 2 **years and 4 months of experience** in Team management -US Audit and strong exposure to **KPMG’s** structured Audit procedures.
* Keen strategist, adept at creating innovative strategies and formulating administrative policies

For Accelerated growth of the organization; Well-organized, fast learner and work focused with fine-tuned analytical and problem solving skills.

* Confident and enthusiastic with good interpersonal and communication skills.

**Key Competencies:**

**🟅**Cross-functional coordination **🟅**Administration management **🟅**Employee relation & Social initiatives

**Professional Experience**

**Worked as Associate Auditor (Back up team lead) in KPMG- Info park-Cochin- India (US Audit service) Sep 2013 - Feb 2016.**

**Company Profile**

KPMG is a [professional service](https://en.wikipedia.org/wiki/Professional_service) company, being one of the [Big Four auditors](https://en.wikipedia.org/wiki/Big_Four_auditors) in the world. Seated in [Amsterdam](https://en.wikipedia.org/wiki/Amsterdam), Netherlands, has three lines of services: [audit](https://en.wikipedia.org/wiki/Financial_audit), tax, and [advisory](https://en.wikipedia.org/wiki/Management_consulting). KPMG-India is one of their prestigious off shore Unit in India to assist US Audit engagement team.

**Job Profile**

* + Associate member (Associate 1) in Offshore Audit Unit, team responsible for delivery of audited financial statements for US Clients of KPMG LLP.
	+ Examining financial statements for completeness, accuracy and compliance with uniform accounting classifications Vouching of Invoices, Purchase and sales order.
	+ Perform vouching and verification procedures and agreeing accounting records to source documentation/ third party confirmation
	+ Prepare and send confirmation of balances as part of audit procedures and work on reconciliation of balances and agreeing to supporting documents
	+ Preparation of summary lead sheets from underlying accounting records, roll forward of prior year figures
	+ Utilize advanced data analysis tools to extract accounting records verification
	+ Accounts Payables, Receivables and Banking accounts of KPMG clients.
	+ Bank Reconciliations and preparation of aging report.
	+ Monthly general ledger reconciliations.
	+ Verify the journal entries posted and identify the errors/ frauds.
	+ Manages a team of 12 to complete the requests within the time limit, and responsible for overall administrative support for the team members.
	+ Responsible for obtaining Process related Clarifications from US rotational and US audit teams.
	+ Responsible for tracking status of work in progress and reporting the same to Manager
	+ Being the “Specific Person of Contact” of the client, managing their co-coordinating the work and facilitate audit.
	+ Well versed in Data and analytics software like IDEA and MS Excel.



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| **Achievements** | * Awarded by KPMG Management for the Consistent performance in the year of 2014.
* Awarded by KPMG for the best performance for the 1st Quarter in 2013.
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Educational Background

**MBA: Finance and Marketing - (2011-2013) Mangalore University**

 **Projects Reports**

Developed the master project on financial performance of periya service co-operative bank, Periya.

1. Performed “Ratio analysis, Trend analysis, Analysis of working capital changes in year over year” in order to analysis the financial performance.
2. Indicated the strong and weak financial areas of the Bank.
3. Suggested the measures to improve the financial performance.
* Served as treasurer for the intercollegiate management fest conducted in college
* Champion for the business quiz conducted in college and intercollegiate level
* Member of placement cell

**B.COM with corporation - (2008-2011) Kannur University**

**Project Reports**

Developed the project on Organization Study of Hero Motor Corp.

1. Conducted an extensive and scalable study, resulting in better understanding of organization working.
2. Provide with finding and suggestion and also made a SWOT analysis.
3. Conducted porter’s five force analysis.

Technical Knowledge:

* Accounting Software’s :- TALLY , IDEA ,E-AUDIT
* Expertise in MS Office (Latest versions)
* Internet Application – Email and outlook Express

Personal Information

Date of Birth& Age : 9thFeb 1990, 26 Years.

Languages Known : English, Hindi, Malayalam and Kannada.

Visa Status : Visit Visa valid till 28th Jan 2017.

Reference

As per requirement