

**RAHUL**

Email: Rahul.323278@2freemail.com

Abu Dhabi

United Arab Emirates

**PERSONAL SUMMARY**

 A highly motivated individual with impeccable judgment and an innate ability to solve financial and accounting problems. Maxine always thinks innovatively when dealing with risks or opportunities, and is well capable of thinking outside of the box. Her attention to detail is first class and she is a natural at meet demanding reporting deadlines. On a personal level she is a friendly, approachable and self motivated individual who can work well both within a team and individually. Right now she would like to join a company that is committed to hiring a diverse workforce and sustaining an inclusive culture.

**OBJECTIVE**

* Accustomed to participation and committed. I look forward to join challenging environments where enthusiasm is welcomed, would like a challenging and fulfilling administrative

**EDUCATION**

* **M.B.A-FINANCIAL MANAGEMENT** From University of Annamali India 2015
* **Bachelor’s of Commerce** From University of Calicut in India 2014
* **Higher Secondary School Certificate** Government of Kerala From Board of Higher Secondary Education in India 2011
* **Secondary School Leaving Certificate** From Government of Kerala in High School Peringode 2009

**PROFESSIONAL EXPERIENCE**

 **ACCOUNTANT** ( One Year)

 Responsible for driving the financial/operational performance of the company by using management information to influence managerial and director level decision making within the company.

**DUTIES**

* Maintaining a framework of internal controls to ensure that accounting records are complete and accurate.
* Overseeing the preparation of all company-wide monthly management accounts and compliance documentation.
* Preparing monthly reports for senior managers that include business KPI's in line with reporting deadlines.
* Improving business accounting controls and processes to ensure the business is running effectively and efficiently.
* Explaining finance to non-finance people and coaching non finance people in understanding financial matters.
* Processing weekly staff related payroll and creating pay slips, RTI submissions, factoring and tax payments.
* Managing and supervising a busy accounts team made up of people with different levels of abilities and skills

**PROFESSIONAL SKILLS**

**Accounting**

* Identifying and then recognizing capable junior staff and encouraging them you to make the most of their potential.
* Communicating effectively by speaking with others using clear, professional and understandable language.
* Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
* Excellent inter-personal skills and demonstrable experience of partnering with stakeholders & non-financial teams.
* Providing robust financial analysis and explanatory commentary of actual accounting results against prior periods.
* Complete understanding of accounting processes, procedures & systems in the context of wider business plans.

**Personal**

* Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
* Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
* Resilient by nature and never put off by seemingly insurmountable problems, hurdles or complications.

**PROFESSIONAL SKILLS & TRAINING COURSES**

* On the Job Training Program
* Basic of Costumer Services
* Communication Skill Program
* Up selling

**COMPUTER SKILLS**

* Diploma in Indian and Foreign Accounting From IRS Computers & Communications Pvt Ltd Kunnamkulam

**LANGUAGES**

 **Speak to**

* English - Expert Level
* Malayalam - Expert Level

 **Write to**

* English - Expert Level
* Malayalam - Expert Level

**HOBIES**

* Playing chess
* Swimming
* Reading Books

**ADDITIONAL INFORMATION**

**Date of Birth :** 30-03/1994

**Nationality :** Indian

**Marital Status :** Single

 **Passport No :**

 **Place of Issue :** COCHIN

 **Issue Date :** 05-08-2016

 **Expiry Date :** 04-08-2026

**DECLARTION**

I hereby declare that all the above mentioned information are true and correct to the best of my

 knowledge and belief.

 **RAHUL**

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