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| 0554272730 Rahul   **E-mail:**[rahul.388127@2freemail.com](mailto:rahul.388127@2freemail.com)  **Experience: 4 Year**  **Personal Data**  Date of Birth : **03/07/1991**  Sex : Male  Nationality : Indian  Marital Status : Single  Languages : English, Hindi, Malayalam,    **UAE DRIVING LICENSE-DUBAI**  LICENSE NO.3733744 | CAREER OBJECTIVE    To pursue a career in finance sector, with a motivation that leads towards dynamic progress and helps promote an atmosphere of cooperation and assiduous behavior.  EDUCATION   * **Bachelor of Commerce (Finance)**   Institution – ChristCollege Irinjalakuda,  University – Calicut University, Kerala (2010-2013)   * **Higher secondary school**   Institution – Schenstatt Higher Secondary School, Thrissur  Board – Board of Public Examinations, Kerala State (2008 – 2010)   * **Secondary School Leaving Certificate**   Institution – St .Joseph’s E M H S Aloor, Thrissur, Kerala  Board - Board of Public Examinations, Kerala State (2007 - 2008)  SKILLS   * A good team player but able to handle things individually. * Priority for performance along with process. * Able to perform under pressure. * Well-versed in establishing and maintaining relationships. * Excellent Communication & team work skills. * Self-motives - Capable of initiating new ideas and self-learning. * Honest and sincere approach in duties and responsibilities. * Suits with timings and situations of work. * Ability to work for challenging assignments, sincere and confident. |

SUMMARY OF EXPERIENCE

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| I have 4 years of work experience accounting field. I am confident to manage the job committed to the post effectively with efficiency. |

EXPERIENCE

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|  | Organization | **Al Rashideen Trading Co LLC, Dubai** |
|  | Designation | **DATA ENTRY** |
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|  | Duration | August 2015 to till date |

Professional Experience

* Making invoice for regular customers in RF Application online
* Mentioning invoice details to the customers
* Issuing credit note to special customers
* Closing the invoice for releasing the stock as per the date
* Entering the return stocked of the delivery on daily basis
* Taking the invoice checklist for delivering the stock from the warehouse
* Keeping the report of the delivery return on daily basis
* Add customers to the delivery
* Taking the register for identify the invoice by salesman wise and product wise
* Entering the products in the goods transfer voucher for other branches
* Receiving the goods receipt voucher from other branches
* Entering the van load-in for salesman and van load-out for sales return.
* Issuing the samples to special customers
* Making expense claim to logistics staff online through RF application
* Generate load sheet for salesman and merchandisers
* Taking stock movement report for identify the current position of the stock
* Communicate with company drivers, buyers, and dock personnel.
* Assist in maintaining locations of all trucks on route to and from delivery to customers and update “delivery on-time reports” as they relate to inbound as well as customer deliveries.
* Build, track and produce reports relating to drivers’ route efficiencies. Provide assistance to the logistics manager in formulating and recommending improvements relating to customer service and cost effectiveness. These recommendations would be based upon efficiency metrics, on- time reports, as well as communications with drivers, dock personnel, and company management.
* Make delivery appointments where necessary.

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|  | Organization | **Stepping Stone Accounting Consultancy**. Thrissur, Kerala. |
|  | Designation | **Accounts Assistant** |
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|  | Duration | 10th March 2014 to 14th March 2015 |

COMPUTER SKILLS

* PGDIFA(post Graduation Diploma In Indian And Foreign accounting
* MS Excel, Peach Tree, Tally ERP 9
* MS Office
* SAP GLOBAL CERTIFICATION
* SAP Certified Application Associate-SAP Business One8.8 - Certificate ID: 0012330015
* SAP FI PARTICIPATION - MARCH 2015 ( Awaiting Certification Test)

**Version:** SAP ERP ECC 6.0 - EHP5

SAP- FI Skills:

* Configuration using the Implementation Management Guide (IMG)

**Organizational Units:**  Creation of company, Company Code, Creation of Segment, Creation of Profit center.

**Financial Accounting Global Settings:** Fiscal year, Posting Periods, Document Number ranges, Document Types, Field Status Variant, Tolerances groups for employees, Default values for document entry.

**General Ledger Accountings:**  Creation of Chart of Accounts, Account groups, Field Status of Master Data, Retain Earnings Account, Line Item Display , Creation of G/L Accounts

**Accounts Receivables and Payables:** Configuration of **Customer** master and **Vendor** master data in FI, Number Ranges for Customers and Vendors, Controlling Field Status, Identifying and defining **‘House Banks**’ and Bank Accounts linked to it, Customer/ Vendor Clearing, Correspondence, Periodic Statement, Balance Conformation, Creation of tax code and assigning to Customers and Vendors.

Configuring Automatic Payment Program, Dunning for Vendors/Customers.

**Asset accounting:** Configuration of Chart of Depreciation, Depreciation Areas and Depreciation Keys, Creation of Assets classes, Asset Number Ranges, Account determination, Retirement of assets, Depreciation run, Low value Assets, Yearend closing.

**Special G/L Transactions:** Configuration of Special G/L Transactions, Guarantee Made (Customer), Down Payment Request, Received Down Payment, Customer Invoice and Clearing.

**Reporting:** Drilldown Reporting in Financial Accounting. Comparisons, Balances of **G/L, A/R, A/P and Asset.**

**Closing:** Defining **financial statement** version, **Balance Sheet and P&L** **Statements**, Comparisons, Closing Balances, and Balances Carry Forward, Closing Cockpit.

**Others:** Holding/Parking Documents, Validation and Substitution.