**CURRICULUM VITAE**



**RAJESH KUMAR**

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**OBJECTIVE**

To work in a dynamic team environment and to hone my technical knowledge to serve the organization efficiently.

**ACADEMIC QUALIFICATION**

Qualification : Degree-M.C.A.-Govt.Arts College (Autonomous)

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|  | Kumbakonam-71.0% |
| Year of passing: 2010 |
| **PREVIOUS EMPLOYMENT:** |  |
| **Company** | **: YAP TRADING PVT LTD, CHENNAI, INDIA.** |
| **Designation** | **: Admin & Data Entry** |
| **Duration** | **: July 2016 to December 2018** |
| **Company** | **: PASLA FOREIGN EXCHANGE PVT LTD, CHENNAI, INDIA.** |
| **Designation** | **: Data Entry & Documentations** |
| **Duration** | **: Aug 2013 to Jan 2016** |
| **Company** | **: MANAPURAM GENERAL FINANCE& LEASING LTD** |
| **Designation** | **: Cash & Accounts** |
| **Duration** | **: Feb 2011 to Jan 2013** |

**ROLES AND RESPONSIBILITIES:**

Maintain the general ledger operations Support the month end close process

Reconcile invoices to purchase orders and bill customers Resolve AP and AR problems with vendors and customers

Collect, categorize, calculate, verify and enter data to maintain accurate records Pay company bills by cash, vouchers, or checks.

preparing checks, creating budgets, calculating billing statements,

**KEY SKILLS**

Managing petty cash transactions.

Can handle large amounts of cash efficiently and accurately. Ability to review and resolve all unallocated payments.

Practical experience of processing and controlling a cash book.

Computer literate, able to use Word, Excel, Tally, other Company financial support systems.

**PERSONAL SKILLS**

Attention to accuracy and detail Smart appearance

High levels of concentration Accurate keyboard skills

Professional appearance Strong numerical skills

**PERSONAL PROFILE:**

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|  | Date of Birth | : 15.07.1987 |
|  | Nationality | : Indian |
|  | Religion | : Hindu |
|  | Marital Status | : Married |
|  | Languages Known | : English and Tamil |