**CURRICULUM VITAE**

**RAJ**

Email: raj-395173@2freemail.com

**CARRER OBJECTIVES**

 To work with leading company and to use my skills to the best of my ability combined with perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**WORK EXPERIENCE**

**Total 5 years of experience.**

**VISA STATUS**

**90 Days Visit Visa (22nd September to 20th December)**

**EDUCATIONAL QULIFICATION**

* **M.B.A. (Finance)** from Bharathiar University, 2018 (Final certificate awaited).
* **BCA** from Xavier’s Institute of computer application (Gujarat University), Ahmedabad, 2015.
* **HSE (12th)** from Devasom board higher secondary school (Kerala state Board), Kerala – 2012.
* **S.S.L.C (10th)** from st’marys higher secondary School (Kerala Board), Kerala2010.

**PROFESSIONAL QULIFICATION**

* **SAP (Finance)** Course in Institute of International Academy.
* **Diploma in Professional Accounting** Course in Institute of International Academy.
* **Tally Erp9** from ECIT (Electronics Corporation of India limited) Aug 2015.

**COMPUTER SKILLS**

Working knowledge of **Windows**and **Internet**. And familiar with **Microsoft office.**

**COMPETENCES**

* Participated in School Fests.
* Won in sports & games like high jump, running, and badminton.

**STRENGTHS**

* Participate & Initiative.
* Learner of new things.
* Ambitious and hardworking committed to achieve goal.
* Enjoying the work.

**PROFESSIONAL EXPERIENCE**

(1-Dec-2017 to 1-Dec-2018).

**Title: Accountant**

* Maintained updated cash vouchers book, cash receipts book, journal voucher book.
* Prepared bank reconciliation.
* Collections on installment sales to be used in income statement.
* Prepared adjusting entries, closing entries and correcting journal voucher.
* Analysis of liquidation from advances made by various individuals.
* (15-May-2015 to 30-Nov-2017).

**Title: Accountant** and **Customer service executive.**

* **(**2014 – 2015)

**Title: Senior Customer Service Executive**

**Responsibilities:**

* + Recommends potential services to management by collecting customer information and analyzing customer needs.
	+ Prepares product or service reports by collecting and analyzing customer information.
	+ Contributes to team effort by accomplishing related results as needed
	+ Attracts potential customers by answering product and service questions; suggesting.

 Information about other products and service

|  |  |
| --- | --- |
| **D.O.B** | **:** 17/08/1992 |
| **Age** | : 27 Years |
| **Sex** | **:** | Male |
| **Marital Status** | **:** | Single |
| **Nationality** | **:** | Indian |
| **Languages Known** | **:** | English, Hindi, and Malayalam. |

**PERSONAL DETAILS**

**PASSPORT DETAILS**

**Date of Issue :** 10-July-2015

**Date of Expiry : 0**9-July-2025

**CERTIFICATION**

 I, the undersigned, certify that to the best of my knowledge and belief, this information sheet correctly describes myself, my qualifications, and my experience.

Yours Faithfully

RAJ