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| ***RAHUL P R*** ***Mobile****:* **+97333746764*****Email:*****rahulpr121994@gmail.com*****Contact Address:****Pulickal (H)**Thoonoorkara (po)**Chelakkara**Thrissur-680586****Personal Data:******Date Of Birth****:****12/12/1994******Age****:25****Sex****:Male****Nationality*** *:Indian****Marital Status:*** *Single****Father Name:****Radhakrishnan****Languages known:****English, Malayalam,Tamil&Hindi* |

**Career Objectives**

**CURRICULUM VITAE**

1. Seeking a position to utilize my skills and abilities in reputed organization that offers professional growth while being resourceful, Innovative and flexible.

2. To work in an effective team.

**Academics Synopsis**

1. Passed B.COM with 89% of marks in March 2015 from SREE VYASA NSS WADAKANCHERY

2. Passed PLUS TWO(COMMERCE) with 88% of marks in March 2012 from S.M.T.G.H.S.S Chelakkara.

3. Passed SSLC with 88% of marks in March 2010 from S.M.T.G.H.S.S Chelakkara

**Professional experience**

1. May 2015 – April2016 (1year)

Organization: KOCHAPPAN TRADERS (whole sale cement dealer), (Kerala, India)

Designation: Accounts assistant

Job Description:

* Daily Cash and Bank operations
* Cheques sent to suppliers
* Bank Reconciliation
* Accounts Payables and Accounts receivables
* Reconciliation of ledgers
* Posting of Journal entries

2. May 2016 –Apr 2018(2 years)

Organization: Popular Vehicles and services Pvt.Ltd

Designation : Accountant Assistant

Role : Administration and branch assistance

Job Description:

* Maintain and checking of all Accounting related activities
* Monthly salary processing, PF and ESI calculation and Payment
* Weekly and monthly various reports to Head office
* Debtors management and Follow-up by conducting Daily review with all department
* Posting of journal entries
* Bank reconciliations
* Preparation of cheques and sent to parties

3. June 2018- July 2019

Organization: FK INTERNATIONAL subsidiary companies (Shishabi Restaurant, Lava Burger, Moustache Salon, Fatima Fotography, Mpower Man Power and Shawarma Xpress)

Designation : Accountant

Job Description:

* Daily Sales Report Preparation
* Cheques sent to suppliers
* Bank Reconciliation
* Accounts Payables and Accounts Receivables
* Reconciliation of ledgers
* Posting of Journal entries

3. July 2019- Still

 Organization: Al Sane and Partners Soft Drinks Co WLL(Nada Water Factory)

 Designation : Receivable Accountant

* Daily Sales Report
* Daily Sales Invoicing
* Cash Collection and Daily Banking
* Sales Return punching and follow up
* Receivable Report Preparation and sent to Management.
* Credit note invoice Preparation and Follow up
* Debtors Follow up and Receiving Payment from Parties

**Computer Skills**

* Well versed with MS-Office (Word/ Excel/ PowerPoint) and Internet.
* Practical knowledge in TALLY ERP9 and PEACHTREE.
* Windows 7, Windows 8 and Windows 10
* Hardware
* Wings
* At-lanta

**References**

1. ARUN K- Accounts Incharge, Popular vehicles and services Pvt ltd,Shornur,Kerala

Mob:+91 8589992428

2. Das -Chief Accountant, FK International, Bahrain

Mob:-+973-33998404

3.Mahesh -Chief Accountant, Al sane & Partners Soft Drinks Co .W.L.L –

+973-33139481

**Declarations**

I hereby declare that the above-mentioned information is correct to best of my knowledge and briefly, I bear the responsibility for the correctness of the above-mentioned particulars.

Place: ZINJ RAHUL P R

Date: 61 -09-2020