



MIDHUNRAJ M

FINANCE EXECUTIVE

CONTACT

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- 📍 Al-Khezamia - Sharjah - UAE

PROFILE HIGHLIGHTS

- Two years of working experience
- Immediately Available
- Hands on experience in Billing
- Invoice management
- Bank Reconciliation

ACADEMIC DETAILS

Bachelor of Commerce

CALICUT UNIVERSITY - 2018

Higher Secondary

GOVT OF KRALA - 2014

KEY SKILLS

- Data Entry
- Expense Reports
- Reporting skills
- Coordination
- Bookkeeping
- Journal Entries
- Purchase & Sales Order

PERSONAL INFORMATION

Gender : Male
Nationality : Indian
Date of birth : 25/10/1996
Marital status : Unmarried

PROFESSIONAL SYNOPSIS

Seeking Challenging and progressive career with an organization where knowledge will contribute to its growth and work environment and challenges will help developing my skills in establishing me as a strong individual.

EMPLOYMENT HISTORY

Elite Aluminium & PVC Doors

Finance Executive - Vatakara - Kerala

Apr 2021 - Mar 2023

- Post and process journal entries to ensure all business transactions are recorded
- Track and monitor accounts receivable
- Issue and prepare invoices
- Perform reconciliations
- Issuing invoices
- Preparing Purchase & Sales order
- Accounts payable & Accounts Receivable
- Assist other departments such as HR and Marketing with reviewing of expenses
- React in a timely manner if the information is not accurate
- Manage transactions with customers using cash registers
- Support senior accountants
- Checking the data input in the accounting system to ensure accuracy of final bill

TECHNICAL SKILLS

- MS Office
- Tally ERP

LANGUAGES

- English
- Hindi
- Malayalam

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief .