

# ALAN RAJ

alanraj000@gmail.com | 0507422390 | Tourist Club Street, Abu Dhabi  
Passport No: T6689513 | Nationality: Indian

**PROFESSIONAL SUMMARY** Dedicated Accounting and Administrative Professional with 3+ years of experience in billing, financial operations, and front-office support. Skilled in Tally ERP 9, GST compliance, MS Office, and data entry. Proven ability to manage accounting tasks, customer interactions, and inventory systems with accuracy and efficiency. Strong communication, time management, and teamwork skills, committed to delivering high-quality service in dynamic environments.

- KEY SKILLS**
- Tally ERP 9
  - GST Accounting & Returns
  - MS Excel, Word & Office Tools
  - Financial Reporting & Billing
  - Customer Service
  - Office Administration
  - Data Entry & Document Control
  - Time Management & Teamwork
  - Communication & Problem Solving

**WORK EXPERIENCE**

**Junior Relationship Executive** **Nov 2024 – 2025**  
Emgee Muthoot Nidhi Ltd., Alappuzha

- Customer service, loan processing, and account maintenance
- Ensured smooth front office operations and accurate record-keeping

**Accountant** **June 2023 – Oct 2024**  
Kadavil Trading Company, Alappuzha

- Managed day-to-day accounting, invoice generation, and GST filings
- Handled cash flow tracking, expense reporting, and inventory logs

**Billing & Floor Assistant** **Aug 2020 – Oct 2022**  
Kendriya Police Kalyan Bhandar (Subsidiary), Alappuzha

- Processed customer transactions, managed product shelving
- Maintained daily sales records and assisted with cashier duties

**EDUCATION** **B.Com in Finance**  
University of Kerala - Michaels Institute of Management and Technology

- CERTIFICATES**
- Tally ERP 9
  - GST Returns
  - MS Office (Excel, Word)
  - Customer Service Essentials

**LANGUAGES** English | Malayalam | Hindi

**PROJECTS** Women Empowerment in Business – College Project on socio-economic impact of women entrepreneurs in rural areas