

Abhiraj PK Rajeev

| Abu hail, Dubai, UAE |

Office Assistant

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Professional Summary

Dedicated and detail oriented junior accountant with a strong foundation in accounting principles and passion for numbers. Proficient in financial data entry, journal entries, invoicing, inventory accounting, general ledger and petty cash. Eager to learn and grow with a dynamic organization where I can use my knowledge and skills to add values to the organization for the mutual success and to build my career.

Education

- **Diploma in corporate accounts and material management (integrated)** – Accountants Service Society, Ernakulam, Kerala.
(2019 – 2020)
- **Bachelor of Commerce** - Nest institute of humanities & basic science.
Kannur university.
(2016 – 2019)
- **12th** – Government Higher Secondary School Kuttamath (commerce stream).
(2015-2016)

Experience

- **Junior Accountant** - Yaseen Cards & Envelope Printings , Abuhail, Dubai , UAE.
(2023 December - 2024 June)
- **Associate Relationship Manager, Sales Executive** - Cholamandalam Investment and Finance Co. Ltd.
(Oct2022- Dec2023)
- **Accountant** – Accountants Service Society. (5th Oct 2020 – 31st Dec 2021)

Certificates

- For successfully completing DUBAI/UAEGCEVAT Training program and GST program
- For successfully completing Tally Essential Level 2 and securing grade A.

- For successfully completing the requirements to be recognized as a Microsoft Office specialist for Office Excel2016.
- Successfully completed the requirement to be recognized and certified as a Intuit Quickbooks desktop certified user.

Technical Skills

- Excellent in accounting software such as QuickBooks, SAPFICO, SAPMM.
- Excellent in calculating Tally, VAT, GST.
- Good at Microsoft Excel, Word and PowerPoint.

Soft Skills

- Effective verbal and communication skills for collaborating with team members and reporting findings.
- Proven ability to work collaboratively in diverse teams to achieve common goals.

Languages

- English (Fluent in speaking and writing)
- Malayalam (Fluent in speaking and writing)
- Hindi (Basic)
- Tamil (Basic)

Personal Details

- Name : ABHIRAJ PK RAJEEV
- Nationality : INDIAN
- Date of Birth : 02/11/1998
- Sex : MALE
- Martial status : SINGLE
- Visa Status : VISIT VISA (Ready to join immediately)

Passport Details

- Passport No. : W1613561
- Place of Issue : Kozhikode
- Date of Issue : 20/06/2022
- Date of Expiry : 27/06/2032

