

# RAHUL VR

Thrissur - Kerala | rahul08vr@gmail.com | +91 9744395659



To work in an organization which provides me with ample opportunities to enhance my skill and knowledge along with contributing the growth of organization. Working professional with experience in Accounting . Also in Sales and operations.

## SKILL HIGHLIGHTS

- Complex Problem Solver
- Strong Decision Maker
- Analytical Thinking
- Risk Taking

## PROFESSIONAL EXPERIENCE

### • Operation Executive

**Tenny Jose & Associates Private Limited - Ernakulam , Kerala**

01 - 01 - 2021 To 31 - 01 - 2022

#### > Duties & Responsibilities

- Day to day follow up with forwarders.
- Communicate with retailers about their Consignments.
- Process documents for local Distribution.
- Assist Loading and unloading process.
- Prepare stock reports.
- prepare pending Consignments reports.
- Sorting and inspection.
- Receiving Goods.
- Manage daily reports.

### • Accountant

**EH Management Consultancy - Dubai**

01 - 04 - 2022 To 30 - 09 - 2022

#### > Duties & Responsibilities

- Purchase and payments entry in Tally.
- Sales and Receivables entry.
- Dealing with Petty Cash.
- Assist colleagues in daily activities.
- VAT Registration.
- Prepare Excel document of sales and POS machine.
- Assist Changing process of bill of lading.
- Sending final report to clients through mail.
- Communicate with shipping liners about Bill of lading.
- Prepare purchase and sales report for individual clients.

## • Branch Sales Officer

**HDFC Bank - Vatanappally - Thrissur , Kerala**

01 - 01 - 2023 To Currently Working

### > Duties & Responsibilities

- Ensure quality of new accounts.
- Increase sales and source new accounts.
- Cross sell of assets and credit cards from customers.
- Ensure quality customer service is delivered.
- Lead generation of customer wherever possible.
- Generating leads for the other products and passing the branch for the follow-ups.
- Meeting branch walk- in customers and associates.
- Quality acquisition of Current Account & Saving Account for Resident / Non-resident Indian by going out into the market & catchment area
- Ensure quality sourcing of new customer to sell different banking product like Demat Account, Life Insurance, Credit Card etc
- Penetration of Fixed Deposit to existing & new customers

## EDUCATION

### **PGDLM**

- Logistics & Supplychain Management

### **Bachelor of Commerce**

- University of Calicut

### **Higher Secondary Education**

- Kerala Higher Secondary
- Commerce

### **SSLC**

- Kerala State Board Examination

## ACADEMIC PROJECTS

- **A Study on consumer Preference of soft drinks.**

## COMPUTER SKILLS

- **SAP Materials Management Module**

**Version : SAP R3 ECC 6.0**

**Good implementation knowledge of Materials Management Module.**

**Good Exposure to SAP MM end user training Keys.**

- Microsoft Office
- Tally Prime
- Canva

## LANGUAGES

English



Hindi



Tamil



Malayalam



## CONTACT

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