



RAGENDHU V G

ACCOUNTANT

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success

Professional Experience

- **Star general trading company (wholesale and retail)**
2019 to 2023 Kasaragod, Kerala

Job role:- Senior Accountant

- Maintaining the Books of Accounts.
- Preparation of Bank Reconciliation Statements.
- Monitoring and verifying the Books of Accounts on a daily basis.
- Preparation of Monthly, Quarterly and Annual Financial Statements.
- Management of Receivables/Payables.
- Preparation of tax and GST filing
- E -way bill preparation
- Excel works

- **Giya open hypermarket 2017 to 2019**
Kasaragod Kerala

Job role:- Accounts Manager

- Lead, manage and monitor accounting functions.
- Develop, generate and manage timely accounting reports.
- Ensure reconciliation of Bank accounts and other accounts.
- Monitor general ledger, accounts receivables, accounts payables and other records.
- Generate various analyses and financial reports for the management.
- Monitor and manage the month-end accounting process
- Monitor month-end reports, schedules, payments and receipts.
- Ensure timely completion of audit

- **CADD CENTRE 2016 to 2017**
Kasaragod, Kerala

Job role:- Academic Counsellor

- Advise students/ parents for their learning needs through structured Counseling Sessions.
- Fix appointments and conduct online demo sessions on a daily basis including follow up sessions.
- Understand Customer profile & problems to explain implication of ineffective learning methods.
- Handle Objections and Price Negotiation to generate Sales Revenue.
- Learn/ Upgrade one's own Product Knowledge and Sales Skills to achieve and exceed growing Sales target(s).
- Possess sound knowledge and understanding of consumer (students and parents) behavior

Contact

Phone

058 199 7141

Email

ragumol93@gmail.com

Date of Birth

23/05/1994

Present Address

Bur Dubai, Dubai

Address

Vattaparambil house
P.O peringandoor,
Near medical college
Thrissur-
India

Education

Bachelor of commerce 2015-2018

B. Com corporation
Calicut University

Diploma 2011-2014

commercial practice
State board of technical education kerala

Higher secondary 2009-2011

Commerce
Board of higher secondary examination govt.
Of kerala

Software skills

- Tally
- B16 accounting application.
- Anchor bolt application
- Dgi pos accounting software
- Photoshop
- Computer knowledge (ms office, excel, PowerPoint)

Strengths

- Good Communication skills.
- Good Analysing capacity.
- Quest For learning.
- Able to work independently well as a team member /leader

Language

English
Malayalam
Tamil

Areas of interest

- Finance & Accounts
- Consumer Behavior
- Office Assistant
- Administration works

Training and experience

- **VIKRAM SARABHAI SPACE CENTRE (VSSC, ISRO),
2014 to 2015 Thiruvananthapuram, Kerala.**

Job role :-Technical apprentice

- 1 Year Apprenticeship Training Certified By Central Government
- Office works Of letter drafting And any Other Office works
- Computer knowledge MS-Office Word , Power Point , Exel etc.
- Scanning Faxing And Xeroxing
- Conducting training programmes and co-ordinating
- Feedback Revaluations
- Account works

- **southern computers - 2014(six months)
Thrissur, Kerala**

Job role :-Technical apprentice

- Preparing quotation
- Letter drafting
- Preparing of manual accounting
- Handling cash

Reference

S SANTHOSH KUMAR
Scientist Engineer . S D
Vikram Sarabhai Space Centre (VSSC)
Indian Space Research Organisation (ISRO)
Trivandrum

Mob : +919447340808

Ph: 0471 2564654

LATHA P B
Respond DD/MSA
Vikram Sarabhai Space Centre(VSSC)
Indian Space Research,Trivandrum

Mob:+919496173630

Ph : 0471 2565522