



## **RAJESH. MG**

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## **Objective**

*An ambitious motivated and multi skilled Accountant / logistics / warehouse/Inventory/Scheduling executive with a keen eye for detail and work experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects. My excellent track record in providing high quality results combined with my honest approach and reliable nature would make me an asset to any organization.To seek a challenging position and to work with professionals to achieve mutually beneficial goals and to mould myself to become a person of high efficiency.*

## **Career Skills / Knowledge**

- ✧ Work logically and systematically;
- ✧ Have good time management;
- ✧ Have the ability to solve problems and make decisions, as well as think laterally and offer creative solutions;
- ✧ Have commercial awareness and numeracy;
- ✧ Be IT literate and have the ability to handle electronic data;
- ✧ Knowledge in SLA (Service Level Agreement) and Return Material Authorization(RMA) determination.
- ✧ Be flexible and have the ability to manage change
- ✧ Have strong interpersonal skills and the ability to work well as part of a team, as well as manage people;
- ✧ Have excellent communication skills, both oral and written;
- ✧ Be able to negotiate and use your analytical skills;
- ✧ Maintain a positive attitude to continued learning.
- ✧ Procurement planning & management for overall procurement activities.
- ✧ Techno – Commercial Evaluation of the orders.
- ✧ Procurement cost control.
- ✧ Overall purchase Co-ordination.
- ✧ Inventory Control.
- ✧ Knowledge and work experience in letter of credit
- ✧ Procurement plans.
- ✧ Procurement Assessment Reports.
- ✧ Procurement Contract and notice.
- ✧ Procurement procedures with efficiency,fairness,transparency and impartiality.

- ✧ Detailed borrower Procurement Reports.
- ✧ Budget Estimation of procurement cost control.
- ✧ Experience in Payroll Management
- ✧ Accounting Knowledge.
- ✧ Excellent interpersonal communication and analytical skills.
- ✧ Strong communication and conflict resolution skills.
- ✧ Ability to share skills and knowledge with others.
- ✧ Well organized with excellent time management.
- ✧ A highly motivated individual with entrepreneurial approach.
- ✧ Experience in documentary credit operations.
- ✧ Experience in multi-site/ branded items.
- ✧ Experience in project management.
- ✧ Financial accounting with computerized system legacy
- ✧ Data entry control good accuracy and speed.
- ✧ Management Information system MIS and Reporting
- ✧ Business Correspondence and Office discipline.
- ✧ Good communication and Interpersonal Skill.

### **Computer knowledge:**

- ✧ Good in Microsoft Excel., Word, Windows,
- ✧ Knowledge in Oracle8i (Certificated under Oracle educational partner).
- ✧ Knowledge in SAP Accounting
- ✧ Knowledge in programming language C, C++, Java.
- ✧ Internet and Web designing(HTML)
- ✧ Typewriting in English 40 wpm.
- ✧ Language proficiency: English, Hindi, Malayalam

### **Modular Course Details**

#### **Security Trng. for Seafarer with Designated Security Duties**

- ✧ STCW Code 6621
- ✧ Training institute HIMT Tidal Park (Chennai)
- ✧ Attended From 07/10/2021 attended to 09/10/2021
- ✧ Certificate no. 4030196621210148
- ✧ Date of issue 09/10/2021

#### **Basic Safety Training(Certificate of Proficiency in Personal Survival Techniques, Fire Prevention & Fire Fighting, Elementary First Aid and Personal Safety and Social Responsibilities)**

- ✧ STCW Code 6111 ,6121,6141,6131
- ✧ Training institute HIMT Tidal Park (Chennai)
- ✧ Attended From 11/10/2021 attended to 21/10/2021
- ✧ Certificate No. 4030196101210306
- ✧ Date of issue 09/10/2021 valid upto 24/04/2023

### **Passport Details**

- ✧ Old Passport no. F0816013
- ✧ New Passport no. L8909353
- ✧ Issued at Cochin
- ✧ Issued date 22/04/2014
- ✧ Valid upto 21/04/2024

### **Indos Details**

✧	Indos no.	21ZN5221
✧	Issued date	25/09/2021

### **CDC Details**

✧	CDC no.	MUM 448590
✧	Issued at	Mumbai
✧	Issued date	29/12/2021
✧	Valid upto	28/12/2031

### **Educational Attainment**

#### **Academic**

- ✧ Commerce Graduation, Degree in Bachelor of Commerce completed under Mahatma Gandhi University, India ( May – 1998 )

#### **Professional**

- ✧ Honours Diploma in Computer Application from CMC-Ltd. ( 12<sup>th</sup>October-2001 )
- ✧ Tally for financial accounting – Certificate from NIT Campus, affiliated under American Education System Ltd & National Information Technology Research Institute
- ✧ Honours Diploma in Fire & Safety Engineering from Indian Institute Technology.( 10<sup>th</sup>July-2003 )

### **Atlas Logistics Pvt Ltd,Cochin (2000 Jan – 2008 Sep)**

#### **Junior Executive Logistics & Cargo (Operations)**

*Fully responsible as Junior executive Logistics to canvas the new business and to control the daily Import & Export, analyzing the Market and giving the leads to the sales team, daily and weekly discussions, pushing the sales staff to achieve and generate maximum profit for the company, searching for potential & Volumetric clients, conducting joint sales calls with the team, better rate negotiation with the Overseas Agents & push them to get better rates, handling group age and LCL, transshipment, Re-export cargo, overall co-ordination with warehouse operation and staff, keeping the proper and systematic log-sheet drivers & operation staff.*

*Working as junior executive and looking after the complete functions of Imports, Exports, Purchase, Commercial and Logistics of the company.*

*I am also a very hard working individual excellent adaptable capable working under pressure.*

- ✧ Inbound Transportation.
- ✧ Outbound Transportation.
- ✧ Warehousing.
- ✧ Distribution.
- ✧ Fleet Management.
- ✧ Materials Management
- ✧ Project cargo
- ✧ Inventory Management
- ✧ Transportation Management
- ✧ Ensure the documentation of incoming and outgoing deliveries
- ✧ Packaging and Managing the Shipment process
- ✧ Ensure physical inventory any discrepancies occur.
- ✧ Manage all relevant logistics policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- ✧ Manage and comply to information Security Rules and data security measures in order to protect the company information / intellectual properties

- ✧ Identify and record discrepancies during the receiving inspection
- ✧ Airway bill execution
- ✧ Logistics and custom clearance of Import consignments besides coordination and liaison with shipping lines.
- ✧ Perform joint inspection with client and project team on materials receipt as necessary

### ***Bramco Oman LLC - Salalah Oman.***

#### **Accountant / Logistics Administration , 2008 - Sep – 2012 - Sep**

*As an experienced Accountant to undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as the development of internal control policies and procedures.*

- ✧ Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition
- ✧ Coordinate and direct the preparation of the budget and financial forecasts and report variances
- ✧ Prepare and publish timely monthly financial statements
- ✧ Use IT systems to manage stock levels, delivery times and transport costs; Associated information systems to coordinate and control the order cycle; Evaluate performance and quality and to plan improvements; Allocate and manage staff resources according to changing needs;
- ✧ Manage staff;
- ✧ Liaise and negotiate with customers and suppliers;
- ✧ Develop business by gaining new contracts, analyzing logistical problems and producing new solutions;
- ✧ Procurement planning & management for overall procurement activities.
- ✧ Checking inventory issues and prepare appropriate quotation as according to the issues raised.
- ✧ Audit support
- ✧ Manage all warehouse / logistics / inventory related issues
- ✧ Handling the logistic delivery /shipment and warehouse operations
- ✧ Keeping the track record of all vehicles related information such as insurance , registration documents
- ✧ Coordinating with the workshop any vehicles is in repair or accident
- ✧ Techno – Commercial Evaluation of the orders.
- ✧ Procurement Cost Control.
- ✧ Overall Purchase Co-ordination.
- ✧ Managing vehicles , Equipment and spare parts of SLA (Service Level Agreement)
- ✧ Inventory Control.
- ✧ Store Management
- ✧ Procurement Plans.
- ✧ Prepare daily time sheets for the team and make sure overtime hours are controlled well.
- ✧ Check and compare all relevant documentation against material deliveries and report discrepancies accordingly.
- ✧ Shipping and transport documents such as bills of lading and airway bills
- ✧ Procurement Assessment Reports.
- ✧ Procurement Contract and notice.
- ✧ Preparation of bank reconciliation statement and other subsidiaries accounts.
- ✧ Payroll and Employees Benefits calculations
- ✧ Preparing letter of credit and letter of guarantee.
- ✧ Bills of exchange
- ✧ Preparing Invoices
- ✧ Government documents such as licenses, certificates of origin, inspection certificates.
- ✧ Manage all accounting operation based on accounting principles, and is accountable

## ***The New Indian Express National Daily***

### **Scheduling Executive - Since 2015- Jan**

*Fully responsible as Scheduling executive to canvas the new business and to control the daily Scheduling, Analyzing the Market and giving the leads to the sales team, daily and weekly discussions, pushing the sales staff to achieve and generate maximum revenue for the company,*

- ✧ Strong Communication and Customer service skills with the ability to interact with a diverse range of people and handle all types of stakeholder and customer enquiries.
- ✧ Time management techniques and organizational skills with the ability to meet business targets, perform under pressure and manage a complex and varied workload.
- ✧ Ensure Council's service standards are met, Customer requests are handled efficiently in a knowledgeable, confidential and timely manner.
- ✧ Process customer payments, complete reconciliations of daily and online payments
- ✧ Ability to use initiative, be proactive, make decisions and take responsibility.
- ✧ Flexible team player with ability to priorities workload and work with others in a professional manner while achieving a common goal.
- ✧ Provide services as required by agency agreement.
- ✧ Support rates and revenue team administration, Including enquiries and payments.
- ✧ Provide administration support to a variety of departments as directed.
- ✧ Perform , as directed ,other duties that are within the limits of the incumbents skill, competence and training.
- ✧ Strong skills in computer operations and business systems relevant to the role.
  
- ✧ Schedule Inbound / Outbound Advertising.
- ✧ Monthly and Weekly Scheduling Report.
- ✧ Schedule Advertising Materials Management
- ✧ Scheduling Report and Analyzing
- ✧ Scheduling bill execution
- ✧ Management Information system MIS and Reporting

### **Personal Details**

Marital Status	:	Married
Date of Birth	:	23/02/1978
Nationality	:	Indian
Hobby	:	Enjoy & active in Music, Net browsing, Reading and Sports, Traveling & Meeting people.