



## AMAL RAJ P R

To be part of an organization where there is a potential for a professional career and recognition for talents by being a corner stone to the growth of the organization.



+91 8606792316



[amalrajsby@gmail.com](mailto:amalrajsby@gmail.com)

### Education:

- ✓ Secondary School (SSLC) - 2010  
**Jaya Sree H.S.S pullpally,  
Wayanad, Kerala, India  
(Board of Public  
Examination Kerala)  
Percentage: 70**
- ✓ Higher Secondary Education  
(Commerce) 2010-2012 Batch  
**Govt. H.S.S Koleri,  
Wayanad, Kerala, India,  
(Board of HSE, Kerala)  
Percentage: 70**
- ✓ Bachelor of Commerce (B.Com  
with co-operation) 2012-2015  
Batch  
**Co-operative College, Sulthan  
Bathery, Wayanad Kerala,  
India (Calicut University)  
Percentage: 68**
- ✓ Master of Commerce  
(M.Com) 2015-2017 Batch  
**ST, Mary's College Sulthan  
Bathery Kerala, India  
(Calicut University)  
Percentage: 60**

### IT Skills:

- ✓ Tally ERP-9
- ✓ MS Excel
- ✓ MS Word
- ✓ MS Power Point

### Profile Summary

Determined, responsible individual with good communication skills and can work both independently and as a member of a team, utilizing the skill acquired on pursuing Accountancy training and practical experience. The skills and knowledge I have gained from my work experience and training will enable me to make a significant contribution in any organization requiring such skills and expertise.

### Professional Experience

#### TP GROUP - SPANIO EXTERIOR PVT.LTD

Near axis bank, chuliyode road, sulthan  
Bathery, wayanad, Kerala – 673592

**Job Title : Accountant**

**Job Period: from 7<sup>th</sup> June 2017 to 30<sup>th</sup> Sep 2019**

#### NEGAMAM GRANITES PVT LTD

5/63 ,Seripalayam , Kinnathkadavu ,Coimbatore  
Tamilnadu – 642120

**Job Title : Accountant / Office Administrator**

**Job Period: from 10<sup>th</sup> Oct 2019 to still date**

### Other Attainments:

- ✓ Diploma in foreign and financial accounting  
(DFFA) 2016 (6 month course)  
**Delta Computer Education  
Sulthan Bathery, Kerala, India (C-apt)**

### Key Skills:

- ✓ GST Payments & Returns
- ✓ Internal Auditing Assistant
- ✓ Bank Reconciliation
- ✓ Accounts & Taxation
- ✓ Outstanding Reports
- ✓ Variance Analysis
- ✓ Accounts Payable & Receivable
- ✓ Financial Reporting
- ✓ GST Reconciliation
- ✓ Financial Controlling
- ✓ Manage company assets
- ✓ Bookkeeping and payroll
- ✓ Data Entry
- ✓ Cash flow management
- ✓ Time management
- ✓ Customer service

### Personal Details:

- ✓ **Name** : Amal Raj PR
- ✓ **Father's Name** : P K Rajan
- ✓ **Mother's Name** : Sudha
- ✓ **Date of Birth** : 11-05-1995
- ✓ **Languages Known** :
  - ✚ Malayalam
  - ✚ English
  - ✚ Tamil
- ✓ **Religion, Caste** : Hindu, Ezhava
- ✓ **Nationality** : Indian
- ✓ **Marital Status** : Married
- ✓ **Blood Group** : O+ve
- ✓ **PAN** : DSWPR3600C
- ✓ **Aadhar No** : 5866 7548 2795
- ✓ **Ind Drv Lic No** : 73/1136/2018
- ✓ **PASSPORT No** : R4215459
- ✓ **Permanent Address:**  
Payyanickal (H)  
Valavayal P O,  
Vattathani,  
Sulthan Bathery  
Wayanad, India  
Pin: 673596

### References:

Sr. No	Name and Address	Relationship	Contact Details
1	<b>Mr. Vijish</b> <b>Sulthan Bathery</b> <b>Wayanad</b>	<b>Senior Accountant</b> <b>SPANIO EXTERIOR</b> <b>PVT LTD</b>	Mobile +91 9961311242 Email <a href="mailto:vijishcheeral@gmail.com">vijishcheeral@gmail.com</a>
2	<b>Mr. NIZARUDHEEN K A</b> <b>Gudalur</b> <b>Coimbatore</b>	<b>General Manager</b> <b>Negamam</b> <b>Granites Pvt Ltd</b>	Mobile +91 9787635368 Email : <a href="mailto:communicate2nizar@gmail.com">communicate2nizar@gmail.com</a>

### Declaration:

I hereby declare that, the above information furnished by me is true, correct, and complete to the best of my knowledge.

Sd/-

**AMAL RAJ PR**

Date:

Place: WAYANAD