

# CURRICULUM VITAE

## RIJINAS T K

Phone: +974 30979865

Email: rijinasmajeedtk@gmail.com



### Personal statement

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To work in a creative and challenging environment where I could develop my skills, constantly learn and successfully deliver solutions to the problems and grow there by integrating both personal and organizational goals.

### Work Experience

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❖ **ROYAL EXPRESS CARGO AND LOGISTICS WLL**  
**AS ACCOUNTANT, DOCUMENT CONTROLLER AND EXECUTIVE EXPORTS AND IMPORTS.**  
**08<sup>TH</sup> JULY 2021 – TILL DATE**

❖ **FIRST STEPS BABYWEAR PVT. LTD , HOSUR**  
**AS EXECUTIVE-EXPORTS, 04<sup>TH</sup> MARCH 2020 – 14<sup>TH</sup> JUNE 2021**

**EXPORT AND IMPORT:**

- **Preparing Invoice & Packing list.**
- **Transport Documents.**
- **Customs Documents.**
- **Consignee Documents.**
- **Bank Documents.**
- **Shipment follow-ups.**
- **Correspondence with CHA and Forwarders.**
- **Co-coordinating and arrangement of logistics.**
- **Sales Follow-ups.**

❖ **SONA JEWELLERS, VATAKARA, INDIA.**  
**AS SALES EXECUTIVE, JANUARY 2019- FEBRUARY 2020**

❖ **AMOR KITCHEN HOTEL, RAJAGIRI, COCHIN**  
**SIX MONTH EXPERIENCE AS CASHIER CUM ACCOUNTANT**

❖ **INTERNATIONAL SHIPPING BUREAU (ISB) COCHIN, KERALA**  
**ONE MONTH TRAINING EXPERIENCE IN ISB LOGISTICS INDIA PVT LTD**

## Education

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### ACADEMIC QUALIFICATION

- **BACHELOR OF COMMERCE (B.COM) 2017**  
Calicut University, Kerala, India
- **HIGHER SECONDARY-COMMERCE (+2 COM.) 2014**  
Board of Hr. Sec. Exam, Kerala, India
- **SECONDARY SCHOOL (SSLC) 2012**  
Board of Public Exam Kerala, India

### PROFESSIONAL QUALIFICATION

1. **PROFESSIONAL DIPLOMA IN SHIPPING AND LOGISTICS (PDSL) 2018**  
Farook College, Kozhikode  
CENTRE FOR CONTINUING EDUCATION KERALA (CCEK)
2. **VOCATIONAL TRAINING PROGRAMME ON WAREHOUSE SUPERVISOR (QP NO:LSC/Q2307) (6 MONTHS)**  
N.S.D.C (NATIONAL SKILL DEVELOPMENT CORPORATION)
3. **CERTIFIED ACCOUNTING PROFESSIONAL (CAP) 2019**  
PIPA, Vatakara (An ISO 9001-2008 Certified Accountants' Training Institute), Kerala, India
  - Writing up of books and finalization of accounts of trading, Manufacturing, service and non-profit organizations
  - Preparation and maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register, etc.
  - Computerization of accounts of almost all types of business organizations using Tally.ERP 9 version with advanced features including Remote Access.
  - Preparation of various accounting reports like Ageing Analysis, Income & Expenditure Statements, Bank Reconciliation Statement, etc.
  - Other relevant accounting works.

## Computer Skills

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**OFFICE TOOLS:** MS Office (Word, Excel, PowerPoint)

**ACCOUNTING PACKAGES:** Tally.ERP9

### GENERAL PERSONAL STRENGTH

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- **Good organizing capacity with absolute time management**
- **Good designing skills with creative mind**
- **Good verbal and written communication skills with good commanding power.**
- **Quick Learner, sincere, smart, confident, follow up and hard worker.**

## EXTRA CURRICULAR ACTIVITIES AND HOBBIES

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- Travelling
- Reading

## Personal Details

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<b>QID No</b>	25735617373
<b>Date of Expiry</b>	28.06.2025
<b>Nationality</b>	Indian
<b>Date of Birth</b>	27-April-1997
<b>Marital status</b>	Single
<b>Father's Name</b>	Majeed
<b>Passport Number</b>	P5347581
<b>Date Of Issue</b>	06/01/2017
<b>Date Of Expiry</b>	05/01/2027

## Language Competency

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- English --- Speak , Write , Read.
- Malayalam --- Speak , Write , Read.
- Hindi --- Speak , Write , Read
- Tamil --- Speak
- Arabic --- Write , Read

## Declaration

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I hereby declare that the details mentioned above are true to the best of my knowledge and belief and also I bear the responsibility of correctness of the above details.

Place:

Date :

**RIJINAS T.K**