



RAHUL RAJ

Summary

Dedicated and detail-oriented professional with 2 years of experience in financial accounting, billing and cash handling. Holding a Beholders degree in Finance & Taxation, proficient in accurate transaction recording and financial documentation, and skilled in preparing and analyzing financial statements. Strong problem-solving abilities, coupled with effective communication and time management skills, contribute to efficient and organized financial operations.

Experience

Billing and Accounts

(January 2022 – October 2023)

Hotel Breeze International

- Proficient in accounts payable, ensuring timely invoice processing, accuracy verification, and adherence to payment terms and policies.
- Experienced in billing and day-to-day accounts work, demonstrating proficiency in accurate transaction recording and financial documentation.
- Conducted precise cash counting and managing demos, ensuring the integrity of financial transactions & compliance with organizational protocols.
- Consistently maintained meticulous records of financial transactions, contributing to the smooth operation of billing and accounts functions within the organization.
- Preparing and analyzing daily opening and closing financial statements, providing critical insights into the financial health of the organization.
- Demonstrated expertise in the preparation of bills, showcasing attention to detail and accuracy in documenting financial transactions.

Trainee

(March 2021 – April 2021)

Maxvalue Credits & Investment Ltd

- Conducted training sessions in sales and marketing for a company specializing in gold loans, two-wheeler loans, and personal loans.
- Provided comprehensive instruction on EMI collection procedures and accurate transaction recording, ensuring financial accuracy and adherence to compliance standards.
- Facilitated the loan approval process by creating and overseeing agreements, ensuring a smooth and efficient experience for customers.
- Elevated sales and marketing performance through effective training programs, driving company success in financial services.

Personnel Details

DOB: 05/12/1998
Marital Status: Single
Nationality: Indian
Visa Status: Visit Visa

Languages

English (Full Professional Proficiency) Malayalam (Native) & Hindi

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AL Karama, Dubai

Education

Banking and Financial Services

DDU GKY Thrissur
2021

Professional Diploma In Computerized Financial Accounting

Kerala State Rutronix
2020

B.Com (Finance & Taxation)

SB College (MG University)
2019

Plus Two

SB Higher Secondary School
2016

Skills

- Financial Accounting
- Billing and Invoicing
- Cash Handling
- Financial Statement Analysis
- Data Entry and Record-keeping
- Attention to Detail
- Problem Solving
- Time Management
- Communication Skills
- MS Office Suite
- Tally ERP9 & Accounting Software