



Rahul Chandran

rahulchandru3493@gmail.com

+971 582446936

Dubai, United Arab Emirates

<https://www.linkedin.com/in/rahul-chandran-261a602a4>

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

SKILLS

Strategic and performance Attention to details Time management Multitask Decision Making
Organizational skills Problem solving Compliance Project Management Analytical Skill Excel & Database
Cash Dealing Issues solving Interpersonal skills Critical Thinking Oral and Written Communication Documentation

WORK EXPERIENCE

Medical Representative (Marketing)

Alembic Pharmaceutical Ltd.

16.08.2022 - 10/12/2023

Roles and Duties

- A medical representative promotes and sells pharmaceutical products to healthcare specialists, such as doctors and pharmacists.
- They provide information about various products' benefits, usage and dosage.
- They also help to build professional relationships with practitioners to increase product awareness and sales

Accounts Assistant

Abraham & Kurian Chartered Accounts

15.04.2021 - 30.04.2022

Responsibilities

- Tally posting and entry
- Dealing with Cash book and Bank book transactions
- GST
- Office administration and purchase.

Assistant Commercial & Accounting

MNC Company Cell mark India Pvt. Ltd., Mumbai, India

11.10.2020 - 10.04.2021

Responsibilities:

- Tally posting and entry
- Preparing payment and Receipt Vouchers
- GST
- Bank reconciliation.
- TDS and prepare commercial invoice
- Office administration and purchases.

Training on HAZ Cargo documentation and process

Transcon Freight System Pvt. Ltd, Mumbai

11.10.2020 - 10.04.2021

EDUCATION

(MBA) Master of Business Administration FINANCE & Human Resource

APJ Abdul Kalam Technological University at Mount Zion Institute of Management Chengannur, Kerala.
2020 -7.73 CGPA

(BBA) Bachelor Business Administration

IHRD College of Applied Science, Mavelikara, Alappuzha.
University of Kerala
2018 -CCPA 71

12th Commerce

Government Boys Higher Secondary School, Mavelikara.
Result : 73%

SSLC

Government Boys Higher Secondary School, Mavelikara.
Result : 75%

PROJECT

- An analysis of the level of the stress management and its impact in Keltron Controls, Aroor.
- A Major Project of Study on the Labour turnover at Sangrose Laboratories Pvt. Ltd, Kallimel, Mavelikara.
- An Organizational study for 45 days at Aluminium Industries Ltd, Mannar.

TRAINING AND WORKSHOP

- Attended out Bound Training Programme on August 27, 28 and 29 at Lead College of Management Palakkad.
- Participated in the Seminar or Cross Culture lead by Nana Opokou at Mount - Zion Institute of Management, Chengannur.
- Diploma in India and Foreign Accounting with A+ from G - Tec Computer Education, Mavelikara, Alappuzha.

COMPUTER SKILLS

- Tally ERP9
- MS Office
- MS Excel
- Quick Book
- Peachtree

PERSONAL DETAILS

Date of Birth 18/02/1998

Nationality Indian

Marital Status Single

Visa Status Visiting Visa

LANGUAGES

English ● ● ● ● ●

Hindi ● ●

REFERENCES

Available upon requests