

# RAHUL KUMAR MK



## CONTACT

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## PERSONAL DETAILS

Date of Birth :01/01/1997  
Nationality :India  
Marital Status :Single  
Gender :Male  
Religion :Hindu

## PASSPORT DETAILS

Passport No :V9212709  
Date of Expiry :04/05/2032  
Visa Status :Visit Visa

## LANGUAGES KNOWN

English  
Hindi  
Malayalam

## SKILLS

- ✓ Good health condition.
- ✓ Time management skills.
- ✓ Basic cleaning and maintenance skills.

## OBJECTIVE

Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will again me a career advancement opportunity.

## EXPERIENCES

- Worked as a Accountant in Real Hyper Market India for period of 4 years
- Worked as a Assistant Floor Manager in Real Hyper Market for period of 1 Year
- Worked as a Data Entry in Exim Hyper Market India for period of 1 year

## Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

## EDUCATION

- Graduate in Bachelor of Computer Application
- +2 Passed
- SSC Passed
- Computer Basic & MS office

## DECLARATION

I hereby declare that above given information is true and correct to the best of my knowledge and belief.

**RAHUL KUMAR MK**