

CURRICULAM VITAE

RAHUL.T.R

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Career Objective

Work for a company with integrity by contributing to its growth and through constant learning and enhancing my skills for betterment.

Professional Highlights

- ✓ Good Experience as an Accountant for 2 years (in INDIA).
- ✓ Well knowledge of Tally, SAP Fico
- ✓ Knowledge about LC, TR, Invoice & Cheque discounting.
- ✓ Knowledge of Accounts up to Finalization.
- ✓ Motivated and enthusiastic about developing good relations with clients.
- ✓ Effective working alone or as a cooperative team member.
- ✓ Professional in appearance and presentation.
- ✓ Good interpersonal skills, a vibrant and enthusiastic in nature.
- ✓ Good communication and negotiation skills.

Work Experience

- **PROLEVEN CONSULTING COMPANY PVT LTD, PALAKKAD, KERALA, INDIA. (2 years)**
(Worked as an Accountant from 01/10/2021 to 30/10/2023)
We are maintaining books of accounts for various firms and filing their GST returns.
- **HOTEL GAYATHRI INN, PALAKKAD, KERALA, INDIA. (2 years)**
(Worked as an Accountant from 01/06/2019 to 20/09/2021)
It is a hotel; I am worked as an assistant accountant and cashier also handling petty cash.

Job Profile

- Reporting to Management.
- Preparing and booking of Journal, Receipt, Payment Vouchers, Delivery Notes, Invoicing (Purchase and Sales) on daily and Monthly basis, Bank reconciliation and handling petty cash.
- Coordination with external Auditors for finalization of accounts and monthly reports.
- Inventory control and periodical stock checking.

Academic Credentials

Bachelor of Commerce (B. Com) from University of Calicut, Kerala, India.

Technical Qualification

1. **Professional Diploma in banking and accounting (PDBA) with SAP**

Computer Proficiencies

Accounting Packages	:	Tally ERP 9, Tally Prime & SAP Fico
Packages	:	Word, Excel, PowerPoint

Personnel Details

Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Passport No	:	T3648583
Visa Status	:	Visit Visa (Valid up to 28/12/2023)
Date of Birth	:	17/01/1998
Languages Known	To Write	English, Hindi, Malayalam.
	To Speak	English, Hindi, Malayalam & Tamil.
Permanent Address	:	Thekkinkattil House Pulappatta P.O Palakkad, Kerala, India