

RESUME

RIJIN NEDUTHODI



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ADDRESS

S/O. chandran
neduthodi(H), Kallingal,
Kalpachery(po)
Malappuram(Dist)
Kerala(state) 676559(pin)

PERSONAL DATA

Father's Name: Chandran
Date of Birth :04-May-1996
Gender : Male
Nationality : Indian
Marital Status: married
Cast : Hindu

LANGUAGE KNOWN

English, Malayalam

OBJECTIVE:

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge and skill which would enable me as a fresh graduate to grow while fulfilling organizational goals

EDUCATIONAL CREDENTIALS:

BCOM from University Of AISECT

XII from Kerala State Higher Secondary Board

from Kerala State Higher Secondary Board

PROFESSIONAL QUALIFICATION

- MDBA (Master diploma in business administration) From AIMPS (advance institute for management and professional studies), Velachery, Kerala
- COMPUTER OPERATION (windows, word, excel & power point)

COMPUTER KNOWLEDGE:

- Excel Accounting
- Advanced Peachtree & QuickBooks
- Advanced Tally ERP
- SAP (FICO)
- Proficient in MS Word, Excel, Power point, Internet Applications.
- Operating system-windows 7, 8.10
- Data entry

PROFFESIONAL EXPERIENCE:

- accountant trainee at CRESCENT CHARITABLE
- Junior officer at VALLUVANADU NIDHI LIMITED (non-banking sector)
- Cashier at ROVA WOMENS BOUTIQUE
- Accountant at THE BAKIST
- Data entry and account assistant at GALNAR TRADING (UAE)

KNOWLEDGE AREAS:

- Recovery and collection
- Data entry
- Sale
- Internal Auditing and gold loan
- Cashier

RESUME

PERSONAL SKILLS:

- Good communication skill.
- Willingness to learn
- Leadership quality
- Grievance handling ability
- Ability to maintain relationship with clients
- Loyal with the company

DECLARATION

I hereby declare that the above written particulars are correct to the best of my knowledge and belief.

Yours truly

RIJIN NEDUTHODI

