



Rejulraj A R


Date of birth: 17/09/1998


Nationality: Indian


Gender: Male


CONTACT

Arappattu house,
Kottuvallikad,
Moothakunnam p.o North
paravur,
683516 Ernakulam, India
(Home)

 rejulraj765@gmail.com

 (+91) 9495097379

 [https://instagram.com/
rejulraj?
igshid=ZDdkNTZiNTM=](https://instagram.com/rejulraj?igshid=ZDdkNTZiNTM=)

 9495097379 (Whatsapp)

ABOUT ME

To work in a challenging & dynamic environment and to keep value adding for the organization which I will serve and represent myself to contribute to the best of my abilities

EDUCATION AND TRAINING

01/08/2019 – 03/02/2020 Ernakulam , India

Professional Diploma in Computerised Financial Accounting Kerala state Rutronix

Address Vocational training centre, North paravur , Ernakulam , India

08/06/2016 – 29/04/2019 Ernakulam , India

Bachelor of Commerce SNM COLLEGE MALIANKARA

Address Ernakulam , India | **Final grade** CCPA: 6.66

10/05/2014 – 10/05/2016 Ernakulam , India

Senior School Certificate Examination HMYSHSS

Address KOTTUVALLIKAD, MOOTHAKUNNAM P O, Ernakulam , India | **Final grade** 70.75%

16/04/2014 Ernakulam , India

Certificate of Secondary School Examination HMYSHSS

Address KOTTUVALLIKAD, MOOTHAKUNNAM P O,, Ernakulam , India | **Final grade** 93%

WORK EXPERIENCE

01/01/2022 – CURRENT Ernakulam , India

Cashier cum accountant NEW SAPHIRE BAKKALA

Regular Updating of all cash/Bank Transactions
Assist in processing and finalization of accounts

10/05/2021 – 10/11/2021 Ernakulam , India

Accounting services Associate Conduent

Process and input invoice record into company computer system promptly and accurately.
Answer inquiries about payments and invoices from vendors and customers.
Accurately review, code and process vendor invoices.
Audit and process invoice discrepancies

01/04/2020 – 31/03/2021 Ernakulam , India

Accounting assistant VRC RENEWABLE ENERGIES

Reconcile invoices and identify discrepancies.
Create and update expense reports.
Prepare bank deposits.
Enter financial transactions into internal databases.
Check spreadsheets for accuracy.
Maintain digital and physical financial records

DIGITAL SKILLS

GOOGLE

Google Drive | Google Docs

SOCIAL MEDIA

Facebook | Instagram | Skype | Zoom

MICROSOFT

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Microsoft Office

LANGUAGE SKILLS

MOTHER TONGUE(S): Malayalam

Other language(s):

English

Listening
B2

Reading
B2

Spoken production
B2

**Spoken
interaction**
B2

Writing
B2

ADDITIONAL INFORMATION

Hobbies and interests

- Exploring Adventures Nature
- Music
- Movies
- Riding

Communication and interpersonal skills

- Leadership Teamwork
- Multitasking