



# ANOOP RAJ R.V.

## ACCOUNTS EXECUTIVE

### CONTACT

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### CAREER OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

### EXPERIENCE

**01/01/2019 - Present** Accounts Executive  
Fitec Power Solution Pvt Ltd  
**05/05/18 - 31/12/18** Accounts Trainee  
Prompt Solution

### EDUCATION

**2018** B Com Commerce & Tax Procedures & Practice  
Christ College, Trivandrum  
6.7

### TECHNICAL SKILLS

Corporate Tax Accounting, Cost Accounting, GST, TDS, Income Tax, Internal & External Auditing, Financial Statements, General Leger, Bank Reconciliation, Budgeting, Salary payroll, Accounts Payable & Receivable.  
Tally, Quick Book, Peachtree, MS office.

### PROJECTS

**Employees satisfaction**  
Project on Employees Satisfaction at HortiCorp, Trivandrum

### DECLARATION

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

### PERSONAL PROFILE

**Date of Birth** 16/12/1995  
**Nationality** Indian  
**Marital Status** Single  
**Known Languages** English, Malayalam, Tamil & Hindi  
**Passport** T9898477  
**Driving Licence** DL No. KL20 20190018366

### ACHIEVEMENTS

Timely, accurate information. Internal controls. Ability to use systems productively. Works well with others. Technical & business expertise.

### ACTIVITIES

Educating customers about our business solutions. Cold-calling, generating new leads and prospecting accounts. Closing customer contracts and generating new sales. Using Salesforce automation tools to track progress and report goals. Analyzing consumer needs and developing innovative solutions. Managing team members and facilitating collaboration in the workplace.

Anoop Raj R.V.