

# ANOOP RAJ. R.V

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## CAREER OBJECTIVE

Seeking suitable accounts position in accordance with my professional experience qualification and skills gained over the year to full extends for development there by contributing to the over all growth and profitability of the organization as well as attaining self-growth in career.

## WORK EXPERIENCE

<i>Accounts Executive</i>	<b><i>Fi-Tec Power Solution Pvt Ltd</i></b>	<b>Jan 2019 – At Present</b>
<i>Accounts Trainee</i>	<b>Prompt Solutions</b>	<b>May 2018 - 2018 December</b>

### **Overall Purpose of Job: ( Fi-Tec Power Solution Pvt Ltd )**

Fi-Tec Power Solutions Pvt Ltd. who are the leading Modular & Conventional Data Centre; Online UPS system; SMF & Tubular Batteries; Fire Security Systems; Power & Signal Automation; Security Surveillance Systems; Electrical Projects; Voice, Data & Image Solutions .Head Office in Trivandrum and having branches in Ernakulam & Kozhikode in Kerala.

### **On the Job Accomplishments:**

- Maintaining Petty Cash and tallying the same on day basis.
- Maintaining and updating Cash Registers and Bank Transactions. Reconciliation of bank statements.
- Handling Accounts Payable and Accounts Receivable & Clearing and Forwarding Bills
- Tracking payments made in advance and outstanding payments.
- Preparing Statements and Reconciliation of Accounts of Debtors and Creditors.
- Checking and making of Companies Online Payment.
- Preparation of Payroll of staff and payments of the same.
- Handling Direct and Indirect Taxes, TDS, GST and other Taxation matters and their periodical. Payments and filing tax returns as per their Due Dates.
- Reviewing and updating of expense details & Reviewing of updating of Data Entry in Tally
- Reviewing and updating of Incomes and Inward Remittance.
- Preparation and Maintenance of Statutory Books of Accounts.
- Finalization of Accounts -Preparation of Balance Sheet and Profit and Loss Account.
- Any other appropriate task as assigned by the Accounts Manager & Managing Director
- Assist Store man with purchase entries
- Processing and booking items in Tally
- Liaise with Vendors & Suppliers for transactions
- Cost checking of materials

## EDUCATION

- 2018- B.com Commerce Tax Procedure & Practice from Christ college Trivandrum, Kerala
- +2 / HSE (Biology Science)
- SSLC / TENTH
- MAC ( Master Of Accounting Corporation) – Studying now in Kerala Computer Saksharatha Mission - Trivandrum

## SKILLS

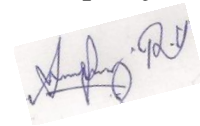
**TALLY, PEACH TREE, QUICK BOOKS, MS OFFICE, Inventory Management Software's**

## PERSONAL PARTICULARS

Sex : Male  
Date of birth : 16<sup>TH</sup> December 1995  
Father's name : Rajagopal  
Nationality : INDIAN  
Marital status : Single  
Religion : Hindu / Vishwakarma  
Passport No : T 9898477  
Emigration Status : ECNR  
Languages known : English, Tamil, Malayalam & Hindi  
Native Place : Trivandrum / Vizhinjam - 695521

I **ANOOP RAJ. R.V**, hereby declare that the above-mentioned information are true and correct to the best of my knowledge.

*Anoop Raj R.V*



## References

**Hari Kurup (Functional Manager)**  
**Fi-Tec Power Solution Pvt LTD**  
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