



RAHUL RAJ R

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Puthuval Puthen Veedu, Ambalathara, Poonthura P.O, Thiruvananthapuram, Kerala,
India. PIN- 695026

Objective

To build a glowing career with a pinnacle firm, which will help me to extract my potential and utilize my abilities to the good cause of the firm and world as a whole. I am looking forward to work in a creative environment which fuels my creativity.

Educational Qualification

- **M.Com in Indira Gandhi National Open University,**
- **Still Doing Chartered Accountant in Institute of Chartered Accountant of India**
- Completed **B. Com in Computer Application** from **NATIONAL COLLEGE, Manacadu**
Year of passing :2014
- **Plus, Two in Commerce** from Board of Higher Secondary Examinations, Kerala.
 - Year of Passing: 2010
 - % of Marks: 68
- **SSLC** from Board of Public Examinations, Kerala
 - Year of Passing: 2008
 - % of Marks: 70

Personal Skills

- Good Written and communication skills
- Willingness to learn
- Willingness to learn team facilitator.
- Hard worker.
- Full of ambition, strong desire "to do" something.
- Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.

Trainings Attended

- **Tally ERP 9**
- **MS-Office**
- **Computer Fundamentals**
- **Information training course in (ICAI)**

Awards and Achievements

- Awardee for various inter and college management fests

Experience

From January 2014 to 2017

Company: Narayan subromonion and company, Trivandrum Dist. Kerala

From August 2017 to May 2018

Company: Nakshatra associates, Trivandrum Dist. Kerala

Designation: ACCOUNTS MANAGEMENT AND CONTROLLER

From May 2018 to Still

Company: Smartsoft

Designation: ACCOUNTS MANAGEMENT AND CONTROLLER

Duties and Responsibilities

- Filing TDS returns.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Secures financial information by completing data base backups.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports..
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options..
- **Analysing audits of financial statements and preparing reports.**
- **Assisting in Month end close of the General Ledger**
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Manage and maintain all controlled company documents
- Update and control procedure documents and forms
- Create and manage document hierarchy and process systems
- Take charge of all document identification, classification and filing
- Frequently conduct document audits confirming they are current and accurately reflect recorded evidence
- Ensure revised documents are accessible
- Assist with communication during external audits
- Conform to company enforced specifications and Document Control Procedures.

PERSONAL DETAILS

Name	:	Rahul Raj R
Father's Name:	:	Rajan
Mother's Name	:	Sindhu
Address	:	TC48/302,Puthuval puthen veedu Ambalathara Poonthura p.o, Trivandrum-26
Date of Birth	:	30 October 1992
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single

DECLARATION

I hereby declare that all the information given above is true to the best of my knowledge and belief.

RAHUL RAJ R