

M.K RAKENDUrakhimk594@gmail.com

9249699594

T.C.32/798

Kala vihar, Sreedevi Gardens,

Vazhayila, Peroorkada

P.O Trivandrum,Kerala Pin-695005

Career objective

Seeking for an opportunity to work for the welfare of co-operative environment in order to get the task accomplished in timely, reliable and efficient manner.

Skill Sets

- Excellent communication skills.
- Good Knowledge and understanding of commerce subjects and financial terms.
- Hardworking, self-motivated and focused.
- Worked under pressure with productive results.

Strength

- Sincere and hardworking.
- Planning and problem solving skills.

Educational qualification

M.COM	From Kerala University with first class
B.COM	From Kerala University with first class
Schooling	1st to 12th from Kendriya Vidhyalaya Pattom Trivandrum(CBSE)

Software

- Proficient in MS Office
- 2 Years exposure in Tally-ERP 9 Package

Job Profile

Company 1	Kerala State Textile Corporation Limited (KSTC)
Role	Accounts Assistant
Duration	1 Year
Section	Accounts (Head Office)
Description of the Corporation	Kerala State Textile Corporation Ltd (KSTC) was incorporated in 1972 as a fully owned subsidiary of Kerala State Industrial Development Corporation Ltd (KSIDC) with the main objective setting up textile mills in the state of Kerala. Currently Corporation has various mills running in all over Kerala with its Head Office in Trivandrum. KSTC is equipped to produce wide variety of cotton PC and PSF yarn based on the requirement of the customer.
Responsibility	<ul style="list-style-type: none"> • Daily maintenance of cash book and cash handling. • GST Monthly filing including sales and purchase.(GSTR 1 and 3B) • Reconciliation of Bank accounts (Current A/c),Treasury Account, Government projects such as various grants provided for the corporation as per the G.O

	<ul style="list-style-type: none"> Assisting in internal, Statutory, GST Audits. Preparation of Salary sheet, Travelling Allowance, Medical Allowance etc. Handling of EPF,ESI of the corporation Monthly filing of Kerala flood cess and performing of daily operational accounts.
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Company 2	Krishnan Retna and Associates Chartered Accounts
Role	Accounts Trainee
Duration	2 Years
Title	Internal Auditing
Client	Kerala State Poultry Development Corporation Ltd, Muthoot fin Corp Ltd, Kerala Building and other construction workers welfare Board(KBOC)
Responsibility	Vouching of bills,invoices,receipts,payments,contra,sales,purchases with supporting documents. Scrutiny of work contrat GST,TAX etc. Reconciliation of FD Verification of security deposit,Temporary Advance etc Correction of opening balance Verification of legal documents and agreements. Updation of Tally Software Scrutiny of loans and advances Preparation of observation and drafting entire report.

Certification

- Post graduate diploma in computer Application with first class (PGDCA)(2015)
- Diploma in computerised financial Management with first class with Distinction (DCFM)Tally (2016)

Achievements

- Won K.V Chennai regionals cricket match
- Got first position in debate competition

Academic Projects

Project Name: "Banking Analysis"

Description: The project includes the study of banking functions such as primary, secondary utility functions.

Other Projects: functions of Marketing.

Seminars

Seminars based on MNC'S which helped students to get more awareness regarding its functions and Management.

Attended seminar on CSR (Corporate Social Responsibility).

Areas of Interest

Dancing, Music, Cooking, Drawing,Gardening

Personal Details

Name : M K Rakendu
Date of Birth : 7-12-1991
Sex : Female
Marital Status : Single
Nationality : Indian
Languages Known : English,Malayalam,Hindi,Tamil
Address : Kalavihar, Sreedevi Gardens TC 32/798,Peroorkada P.O,Trivandrum-695005

Declaration

I hereby declare that all the information is true and correct to the best of my knowledge and belief. I will input my best efforts and service to your organization with a great sense of honesty. Kindly give me a chance to work with you. Any details, if required shall be furnished personally as and when I'm called for.

Place: Trivandrum

Date :

Thanking you,
M. K .Rakendu.

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