

CURRICULAM VITAE

RAKESH PUTHEN VEETIL RAGHAVAN

S/o. P.M. Ragahvan

Puthen Veettil House, Enkakad P.O.

Wadakanchery, Thrissur

Kerala – India

Pin. Code : 680589

Contact No. 0091 7902322025

E-mail: rakeshpr842@gmail.com



CAREER OBJECTIVE

To built a career with a leading corporate organization, which is Professionally managed, and growth oriented, where I can utilize my knowledge, skill and abilities.

ACADEMIC QUALIFICATION

- | | | |
|-------------|---|----------------------|
| ➤SSLC | : | Kerala Board |
| ➤PRE DEGREE | : | University of Kerala |
| ➤B.Com | : | University of Kerala |

SKILLS

- Tally –ERP9
- MS word & MS Excel

EXPERIENCE

- Worked as Accountant in **INSTEP TRADING CO.LLC** – Dubai, **U.A.E** from May 2017 to December 2019
- Worked as Accountant in **RUAYATY TECH.CONT** – Sharjah, **U.A.E** From June 2015 to April 2017
- Worked as Accountant in **Claddin Alum.&Glass Cont.L.L.C** – **Sharjah,U.A.E** from August 2013 to Feb 2015 (13.08.13 to 05.02.15)
- Worked as Manager - Accounts & Admin. in **Smith Engineering Systems India Pvt.Ltd- Bangalore ,India** for 2 Years & 3 Months (03.05.2010 to 11.08.2012)
- Worked as Manager - Accounts in **Smith Engineering Works- Bangalore, India** for 4 Years & 7 Months (04.07.2005 to 30.04.2010)

PASSPORT DETAILS

- | | | | |
|---|----------------|---|------------|
| ➤ | Passport No | : | J 9320085 |
| ➤ | Date of Issue | : | 03/10/2011 |
| ➤ | Date of Expiry | : | 02/10/2021 |
| ➤ | Place of issue | : | Bangalore |

EXTRA CURRICULAR ACTIVITIES

- Reading
- Driving
- Cricket
- Hearing Music
- Photography

JOB PROFILE

- Maintaining basic accounts and book keeping
- Reconciliation of bank, supplier & customer statement
- Preparation of financial statement & Cash Flow (Monthly Wise)
- Handling and maintaining Accounts up to finalization
- Preparation of the year ending schedules & Accounts for Audit
- Handling cash & other bank instruments
- Invoice entries & cross checking
- Prepare and Submit the online Tax Returns
- Handling the GST/VAT Taxation.

PERSONAL DETAILS

- Age & Date of Birth : 39 Years, 25/09/1981
- Father's Name : Raghavan
- Gender : Male
- Marital Status : Married
- Religion : Hindu
- Nationality : Indian
- Languages Known : English,Hindi,Malayalam,Tamil,Telugu
& Kannada

DECLARATION

I do hereby declare that the above mentioned details are true and correct to the best of my knowledge, information and belief.

RAKESH P.R