

## CURRICULAM VITAE



**REJAN R**

*Address:*

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*E Mail ID:*

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**Personal Details:**

DOB: 27-01-1981  
Gender: Male  
Nationality: Indian  
Marital Status: Married  
Languages Known: English,  
Malayalam, Tamil  
Passport Details: P5013937  
Date of Expiry 22/11/2026  
DL: Indian License  
Interest: Driving, Travelling

✓ **Career Objective**

To be a part of a leading corporate where I can fully realize my potential and where my experience can be utilized towards the company growth and productivity.

✓ **Academic Qualifications**

Master of Business Administration - Finance (2010)  
Bachelor of Commerce – Computer Application (2004)

✓ **Technical Qualifications**

Diploma in Financial Accounting  
Advanced Diploma in Office Management (MS Office)  
Tax Practitioner - Commercial & Income Tax

✓ **Professional Skills**

Accounting, General Ledger, Reconciliation, Pay Roll, MIS  
Taxation – IT, TDS, VAT & GST

✓ **Technical Skills**

Accounting Software – Tally ERP, Profit Plus Oracle 5, Magic Oracle  
Office Packages – MS Word, MS Excel, Power Point, V Look up  
Operating Systems – Windows 7, 10 & XPs

## CURRICULAM VITAE

### ✓ SUMMERY FOR PROFESSIONAL EXPERIENCE – Total 15 years 5 months

SI No.	Organization	Position	Period From	Period To	Years	Nature of Company
1	<b>Thomas &amp; James, Chartered Accountants, Kottayam</b>	Audit Assistant	05-07-2004	12-01-2006	1 year 6 months	Service/Audit
2	<b>Nest Condiments Ltd, Cochin</b>	Accounts Assistant	13-01-2006	23-07-2008	2 years 6 months	Mfg/Mktg & Export
3	<b>Larsen &amp; Toubro Ltd, Chennai</b>	Executive – Accounts/Admin	24-07-2008	07-12-2012	4 years 6 months	Construction /Engineering
4	<b>Abu Hatim Co LLC, Muscat</b>	Accountant	05-03-2013	19-10-2015	2 years 8 months	Construction /Engineering
5	<b>Puliyileth Distributors, Kottayam</b>	Sr. Accountant	09-11-2015	03-11-2018	3 years	Trading/ Distribution
6	<b>Unidad Techno Labs Pvt Ltd, Kottayam</b>	Sr. Accountant	05-11-2018	Till date	1 year 6 months	Electronics Hardware Mfg/Trading

### ✓ Responsibilities and Duties in current position at Unidad Techno Labs Pvt Ltd.

- Monitor and Handle full spectrum of finance and accounts.
- Follow up revenue generation, receivables and credit control.
- Arrange suppliers and vendors payments in timely.
- Reconciliation of multiple Bank accounts and Suppliers Ledgers.
- Filing Statutory compliance like TDS, GST Returns and Professional Tax.
- Approval for monthly payroll process.
- Approval for posting purchase invoices, cash and journal vouchers.
- Co-ordinate with Auditors during the time of Audit.
- Controlled administration related works.

## CURRICULAM VITAE

### ✓ **Handled other Responsibilities and Duties in past organizations.**

- Arrange Payment Guarantees, Bonds against Tender and Adhoc, L/Cs for Procurement.
- Making Bank Payments and Receipts.
- Preparation of Estimated, Provisional and Budgeted financial statements and Schedules for purpose of banking and other financial institutions.
- Payroll processing and Arrange payment of Leave Settlement thru' bank like Annual/Emergency Leave and Encashment.
- Posting Inter-Company Entries and Reconciliation.

### ✓ **Reference**

Mr. T N Surech Salitha & Suresh Chartered Accountant Kochi Ph: 0484 2364544	Mr. Thomas P Mathew Managing Partner Puliyileth Distributors Erayilkadavu Kottayam Ph: 9895984932
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### ✓ **Declaration**

I hereby declare that all the above-furnished details are true and correct to the best of my knowledge and believe.

Place: Kottayam  
Date: 10.05.2020

Rejan R  
(sd/-)