



# SEETHAL RAJAN

✉ seethalrajan123@gmail.com

## OBJECTIVE

Seeking a challenging position where I can develop my ability to work, language, communication skills and Knowledge.

## PERSONAL DATA

Address	Flat no 03, Bldg 140, Road 2901 Block 929, Al Hajiyat, Bahrain
Nationality	Indian
Date Of Birth	23/11/1993
Marital Status	Married
Mobile Number	+973 34015809

## SKILLS

- Computer Skills.
- Good communication
- Skills Determined
- Assess situations objectively
- Team working skills
- Sincere in duties
- Hardworking & Time Keeping

## LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

## SOFTWARE SKILLS

- Tally Erp 9
- Miracle
- Ms Word
- Excel
- PowerPoint
- Versed in Lmra & Gosi

## ACADEMIC HISTORY

### PG in MBA Human Resource (Hr)

MMI Institute | Suresh Gyan Vihar University (Jaipur)  
Year 2018 to 2021 | Bahrain

### B.Com with Computer Application

Global Institute for Management Science | Bahrain | Mahatma  
Gandhi University | (Passed with 86% marks in year 2015)

### Higher Secondary Education (Commerce)

Indian School, Kingdom of Bahrain.  
Passed in year 2012 with an award for Subject topper  
In Economics by scoring (98/100)

### SSLC

Indian School, Kingdom of Bahrain.

## WORK EXPERIENCE

### Qogent General Trading Co.W.L.L | Bahrain

Designation	Accountant
Duration	2017 to up to date

- Basic Accounting, Data entry, daily transactions
- Preparing Reports, Documentation, Stock taking
- Help maintaining all receipts, expenditures, payables deposits and follow-ups.

### Metro Glass Company | Bahrain

Designation	Accountant cum Secretary
Duration	March 2016 to December 2017

## HOBBIES

- Drawing
- Singing
- Cooking
- Playing Ukulele

## DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true and correct.

Name : Seethal Rajan

Place : Bahrain