



RENJITH. A S
A.S. BHAVAN, KALIYAMUZHY, MUNDELA P.O
VELLANAD, TRIVANDRUM, KERALA, INDIA
Cell: 09544510148
renjithastvm@gmail.com

Objective: **seeking a challenging career with progressive result oriented organization, which offers ample opportunity to prove, improve and grow in career and technical know-how.**

Skills:

- * *Very careful to details.*
- * *Good organizing skills.*
- * *Excellent communication and writing skills.*
- * *Excellent ability to work with numbers.*
- * *Excellent time management skills.*
- * *Ability to handle administrative functions and complete projects.*
- * *Proficient with computer such as Microsoft Word, Microsoft Excel, Power point and Internet.*
- * *Responsible for other duties as assigned.*

Computer skills: Proficient with

- * *MS Office*
- * *Microsoft Excel*
- * *Power Point*
- * *TALLY (Erp.9)*

Presently working with RR.HELMETS as ACCOUNTANT Since 2020

Work Experience: 2years (**Office Admin Cum Cashier**)

VITAMIN PALACE, BAHRAIN

Work Experience: 6Month (**Senior Quality Controller**)

RR DONNELLEY INDIA OUTSOURCE PVT. LTD

TECHNOPARK, TRIVANDRUM

**Responsible for Financial Printing Data Analysis*

**Responsible for Financial Data Quality Checking*

Work Experience: 3years (**Quality Checker**)

RSGP CONSULTING PVT.LTD
KOWDIAR, TRIVANDRUM

**Responsible for Journals Proof Reading*

** Responsible for Journals Quality Checking*

Work Experience: 2years (**Proof Reader**)

APTARA PUBLISHING PVT.LTD
TECHNOPARK, TRIVANDRUM

**Responsible for E-Book Proofing and Quality Checking.*

Work Experience: 1years (**Accounts Assistant**)

DIANBY RETAILERS PVT.LTD
VAZHUTHACAUD, TRIVANDRUM

** Responsible for managing accounts receivable, account payable and payroll departments.*

** Responsible for administering banking functions..*

** Responsible for managing payroll functions for 70 employees.*

** Recorded company expenses.*

** Responsible for other duties as assigned.*

Work Experience: 3years (**Purchase Assistant**)

STYLE PLUS INDIA PVT.LTD
KOWDIAR, TRIVANDRUM

** Responsible for Purchase Assistant.*

** Responsible for invoice bill checking and posting.*

** Responsible for clerical and data entry work.*

** Responsible for discussing contact work.*

** Work as communicator with purchase department.*

TECHNICAL EXPERIENCE:

Driving (4 wheeler Badge)

ACADEMIC QUALIFICATIONS *B. Com (Co-operation) from Kerala University in year 2007.Plus Two (Commerce) from Board of Higher Secondary in year 2004.*

PERSONAL PROFILE

Name	:	RENJITH. A S
Father's Name	:	SIVAN KUTTY. K
Permanent Address	:	AS BHAVAN KALIYAMOOZHI MUNDELA PO. VELLANAD THIRUVANANTHAPURAM PIN 695543
Age & Date of Birth	:	34 years, 28-05-1987
Sex	:	Male
Marital Status	:	Married
Religion & Caste	:	Hindu, Viswakarma
Nationality	:	Indian
Languages known	:	English, Hindi, Arabic, Malayalam, Tamil

I certified that above information is true to the best of my knowledge and belief.

Thiruvananthapuram

RENJITH AS