**CURRICULUM VITAE**

**RABIN.K**

**Mob#: 055-4244860**

**Email: rabinpnr@yahoo.com**

CAREER OBJECTIVE

I have good Organizational skills to handle a department effectively. I also have good communication Skills and good natured person I have good experience of managing the company specified department and running it smoothly. I seek for good positions which can develop my skill better and give me Opportunity expand my work field. I have efficient working skills and performance record and record of maintaining good communication with the customers

WORK EXPERIENCE

**Blue Line Plastics and Trading L L C, Abu Dhabi - UAE**

Duration: August 2013 to Percent

Role: Administration / Accountant

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**DHL Blue Dart Cargo**

Duration: one Year (2012 – 2013)

Role: Operation Executive .Accounts

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**Vismaya Cargo Services, Kerala - India**

Duration: January &''2008 to June 2012.

Role: Office Administrator cum Accountant

Job Profile:-

* To receive and process all invoices, expense forms and requests for payments
* Prepare Check for payments
* Managing Office
* Preparing Statutory accounts
* Post financial data to appropriate accounts in an automated accounting system, according to instructions.
* Encoding and posting the invoices to the ledger
* Prepare authorized refund vouchers
* Providing accounting support
* Finalization of accounts
* Prepare budget and cash flows
* Payroll processing and allocation of cost
* Valuation of stock and maintain stock register
* Prepare receipts and payment vouchers and bank reconciliation
* Sales and Purchasing Invoices accounting and prepare ageing for debtors and creditors
* Month end and year end entries for period closing
* Verification of Customer and suppliers accounts and reconciling the same
* Prepare of audit Schedules and liaise with internal and external auditors
* Prepare monthly financial statement (MIS report) and manages office administration work

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EDUCATION ATTAINMENT

**MBA (Master of Business Administration), 2013 - ISBM**

**B.Com (Bachelor of Commerce), 2010 - Calicut University**

**Higher Secondary, 2004 - Board of Kerala**

**Secondary, 2002 - Public Education Board**

Key Skills

Tally 7,

MS Office (Word, Excel, Power Point)

DTP and Data works (Numeric)

Internet and E-mail

PERSONAL PROFILE

Name : Rabin .K

Gender : Male

Date of Birth : 13/02/1985

Marital Status : Single

Nationality : Indian

Religion : Hindu

PASSPORT DETAILS

Passport No : H 0336160

Date of Issue : 18/09/2008

Date of Expiry : 17/09/2018

Place of Issue : Kozhikode

LANGUAGE KNOWN

Malayalam - Mother Tongue

English - Speaking, Reading and Writing (Good)

Hindi - Speaking, Reading and Writing (Good)

Tamil - Speaking

I hereby declare that the particulars given above are true and correct to the best of my knowledge

**RABIN K**