

# RAJEES ACCA MATHEW

## ACCOUNTS EXECUTIVE

### PROFILE

Highly motivated and ambitious Accounts Executive with two years of experience. Skilled in data processing and documentation analysis. In-depth knowledge of financial procedures and excellent accounting skills. Expertise in tax compliance. Possessing analytical skills and having extensive experience in multiple accounting software programs, tools, and processes. And the ability to work in a team and also within a fast-paced environment.

### CONTACT

PHONE:

+91-9656546101

ADDRESS: Panampilly Nagar,  
Ernakulam, Kerala.

EMAIL:

[rajeesmathew95@gmail.com](mailto:rajeesmathew95@gmail.com)

LINKEDIN

<https://www.linkedin.com/in/rajees-mathew/>

### SKILLS

- Proficient in [Accounting Software: Tally ERP 9] and Microsoft Office suite.
- Tax preparation
- Strong analytical and problem-solving skills
- Excellent attention to detail and ability to work independently
- Ability to work effectively in a team environment
- Excellent written and verbal communication skills
- Time Management

### LINGUISTIC

ENGLISH  
MALAYALAM  
TAMIL

### EDUCATION

#### **Garden City College, Bangalore (2015 – 2017)**

MASTER OF BUSINESS ADMINISTRATION (MBA) specialized in FINANCE & MARKETING under Bangalore University, Bangalore

#### **Bishop Abraham Memorial College, Thrithicad (2012 – 2015)**

BACHELOR OF COMMERCE (B.COM) under Mahatma Gandhi university, Kerala

#### **St.Theresas Bethany Convent HSS, Chengaroor, Kerala (2012)**

Intermediate, Commerce, Kerala State Board

#### **St.Theresas Bethany Convent HSS, Chengaroor, Kerala (2010)**

Matriculation, Kerala State Board

### WORK EXPERIENCE

#### **Kosamattam Finance Limited, Kottayam, Accounts Executive.**

July 2018–June 2020 (1year and 10 months)

- Maintaining computerized books of accounts.
- Preparing journal entries, collecting necessary data, analyzing, and preparing audit trail support for the journal entries.
- Assist in internal and external audits. Prepare documentation and worksheets as requested.
- Preparation of various reports and summaries for the management information system.
- Preparing documents and filing of GSTR1 and GSTR3B on the GST portal for various states.
- Computation of GST Liability and timely compliance of tax payment.
- Assist in submitting GSTR9 Annual returns.
- Generating E-Way Bill for various transactions.

#### **Psquare Interior furnishing Pvt Ltd, Pathanamthitta, Assistant Accountant.**

August 2017–June 2018 (9 months)

- Maintaining general ledger accounting functions.
- Updating accounts payable and accounts receivable records.
- Responsible for managing accounts receivable and billing for multiple clients.
- Verify customer balances and rectify discrepancies in accounts receivable books.
- Verify bank deposits and bank payments and reconcile with bank records and statements.
- Check and compile the GST returns are GSTR1 and GSTR 3B.
- Meet deadlines and consistently exceed performance expectations.

#### **Intern**

#### **LKP Securities, Bangalore**

April 2017- May-2017 (45 days)

### CERTIFICATIONS

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