



**RATHEESH KUMAR.S**  
**ACCOUNTANT**

**Email:** [ratheeshks96@gmail.com](mailto:ratheeshks96@gmail.com)

**Mobile:** +91 94424 15136

**Scholastic Credentials**

**B.COM IT**

**(2013 – 2016 Bharathiar University)**

**Gudalur**

**Personal Details**

**Full Name : Ratheesh Kumar. S**

**Nationality : Indian**

**Passport No : N8099323**

**Date of Birth : 19- 04-1996**

**Marital Status: Single**

**Linguistic Skill: English, Hindi, Tamil &  
Malayalam.**

**Achievements**

**CURRICULAM VITAE**

***Job Objective***

To move up my learning curve in an innovative driven organization and contribute significantly to the organization as well as to the society with my disciplined and proactive approach, which will help me in grooming my overall personality.

***Highlights of Qualifications:***

- ❖ Excellent communication and interpersonal skills.
- ❖ Strong interpersonal and customer service skills.
- ❖ Strong leadership skills.

**OBJECTIVE**

- ❖ Seeking a suitable role to utilize my abilities in pursuing a highly rewarding career and to achieve the organizational and personal goals with enthusiasm, devotion, headwork and social concern.

**PROFILE**

- ❖ A detailed oriented professional with excellent knowledge of accounts possesses rich experience of 2+ years of experience in financial planning, analysis and accounting principles.
- ❖ Admirable capacity to improve and maximize overall business and financial function integration through effective communication processes.
- ❖ Experienced in keeping the records daily financial transactions and analysing the financial aspects of organization.
- ❖ Innovator with creative skills and experience to improve overall business processes.

**KEY SKILLS**

- Good analytical and problem-solving skills.
- Sound knowledge of handling accounting system.
- Excellent ability to sort, check and verify number.
- Strong ability to use Auto mated accounting system.
- Good Organizational skills.

**PROFESSIONAL EXPERIENCE**

Now working as OPS + ACCOUNTS IN POONAWALLA  
FIN COPR LTD company

Since 2019

Worked as OPERATION EXECUTIVE IN AM MOTORS  
company from 2016 to 2018(2 years)

***PERSONAL INFORMATION:***

NAME : Ratheesh Kumar. S  
FATHER NAME : Suresh Kumar. R  
ADDRESS : 16/303, Kadavathu parambil (House),  
Puthur vayal, M.T.Nagar (post),  
Gudalur, The Nilgiri's.

**EDUCATIONAL QUALIFICATION:**

Course	Name of the Institution	Name of the University/ Board	Year	Score in percentage
B.com IT	Bharathiyar University, Gudalur	Bharathiyar University	2016	80%
H.S.E	St. Thomas Higher Secondary School, Gudalur	State Board	2012	77%
S.S.L.C	Government Higher Secondary School, Gudalur	State Board	2010	80%

***Personal Qualities***

- Strong analytical and problem-solving skills.
- Unmatchable communication skills in written and verbal both.
- Highly trustworthy, discreet and ethical.

***Technical skills***

- Well versed with MS office (MS Word, MS Excel, MS Power point)
- Experienced in working on Tally ERP 9
- DMS

**Major Responsibilities:**

- Using automated accounting systems for data input and to obtain reports.
- Responsible for maintaining accounting ledgers and performed accounting reconciliation.
- Responsible for all administrative & Operations activities of branch
- Maintaining the status of funds.

- Performing account analysis and account research.
- Processing account transactions
- Responsible for expenditure and collection transactions.

**Core Responsibilities:**

- ❖ Handling customer inquiries, researched problems and developed solutions.
- ❖ Maintaining records of payment information.
- ❖ Managing vendor accounts, generating weekly on demand cheques.
- ❖ Maintaining track records of company's expenses.
- ❖ Assisting in carrying out company's internal audit.
- ❖ Carrying out various banking functions like loans, online banking etc.

**Declaration**

Finally affirming that the particulars furnished above by me are true.

DATE :

PLACE:

RATHEESH KUMAR. S