



# Rejin Raja

Accountant with 5 Years of Experience

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## About Me

I'm a trained accountant and business professional with a Master's degree in Management specialized in Finance and also have Bachelor's degree in Commerce along with 5 Years of Accounts experience. I have 2.5 Year of SAP Experience. I have confidence that I am a standout candidate for your Accounts position.

## Education

APJ Abdul Kalam Technological University	2017 - 2019
MBA FINANCE & MARKETING	
Mahatma Gandhi University Kottayam	2013 - 2016
B.COM COMPUTER APPLICATION	
Kristraj Higher Secondary School, Kollam	2011 - 2013
12 th COMMERCE	
Kristraj Higher Secondary School, Kollam	2011
S S L C	

## Skills

Bookkeeping	
VAT Filing	
Advanced Excell	
Data Management	
Communication	

## Computer Knowledge

- SAP
- TALLY ERP9
- MS OFFICE
- Advanced In Excel

## Visa Status

Visa Type - Residence Visa

## Work Experiences

### AL FARDAN EXCHANGE L L C JAFZA, UAE

APRIL 2022 - Present (Accountant)

- Financial Reporting
- General Entries & Book Keeping
- Bank Reconciliation & Supplier Reconciliation
- Expense Management
- Budgeting and Forecasting
- FCY valuation and Conversions
- Petty cash Handling

### Level 2 Technical Contracting LLC, UAE

August 2020 - December 2022 (Accountant-Tally)

- Accounts Payable & Accounts Receivable
- Finalisation of Accounts
- Bank Reconciliation
- Vendor Statement Reconciliation
- General Ledger entry & Documentation
- Providing All Report As Per The Management Requests
- To maintain Vendor Relationship
- Credit Analysis
- Reviewing Expenses
- VAT Filing
- Internal Audit Assisting
- Petty cash Handling

### HHYS INFRAMART KERALA, INDIA

May 2019 - July 2020 (Accountant SAP)

- Daily entries passing
- Credit Analysis
- Bank Reconciliation
- Supplier Statement Reconciliation
- Book Keeping
- Budgeting

### GSPU & ASSOCIATES

April 2016 - March 2017 (Accounts Assistant-Tally)

- Bank & Vendor Reconciliation
- General Ledger Entry & Documentation
- Providing All Report As Per The Management Requests
- Providing Inventory Report
- To Maintain Vendor Relationship
- Credit Analysis
- Reviewing Expenses