

# **RICHINA RAJU**

AJMAN | 0509082931 | rajurichina@gmail.com



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## **CAREER OBJECTIVE**

Determined to pursue a challenging career and also to work with a group of professionals in order to learn and earn. I look forward to working whole heartedly and sincerely so as to hone my skills and achieve my personal as well as the organizational goals.

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## **CORE COMPETENCIES**

◆ Accounting ◆ Front Office

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## **EXPERIENCE PROFILE**

— 6 MONTHS - (5-May-2019 - 5-Nov-2019)

WE TECH AUTOMATION,  
WE TECH SYSTEMS AND SERVICES  
MUVATTUPUZHA, KERALA, INDIA

— 2 Year- ( 6 Jan 2020 – Continuing)

PIPECO TANKS TRADING  
AJMAN, UAE

**Position** – ACCOUNTANT

### **Responsibilities**

- Documents financial transactions by entering account information
- Preparing Local Purchase Order , Delivery Order, Invoices etc
- Entering Multiples Entry in the Tally ERP 9 Software
- Prepares asset, liability, and capital account entries by compiling And analyzing account information
- Maintains accounting controls by preparing and recommending policies and procedures
- Prepares payments by verifying documentation, and requesting disbursement
- Substantiates financial transaction by auditing documents
- Accomplishes team effort by accomplishing related results as needed
- Examine bank statements and reconciling them with general ledger entries

- Maintains financial security by following internal controls
- Creating company financial reports
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Maintains customer confidence and protects operations by keeping financial information confidential

## **ACADEMIC QUALIFICATION**

**MAHATMA GANDHI UNIVERSITY: NIRMALA COLLEGE, MUVATTUPUZHA, KERALA, INDIA**

2016-2019

- **B.COM**

**NIRMALA HIGHER SECONDARY SCHOOL MUVATTUPUZHA, KERALA, INDIA**

HSC-SCIENCE (2014 - 2016)

**VIMALAGIRI PUBLIC SCHOOL KOTHAMANGALAM, KERALA , INDIA**

CBSE (2013-2014)

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## **SOFTWARE EXPERTISE**

- Microsoft office (Excel, Word, PowerPoint Presentation)
- Quick Books
- Sage 50 - Peachtree
- Tally ERP 9
- Sap - Systems, Applications, Products in Data Processing

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## **STRENGTHS**

- Highly motivated and determined with an organized and honest Attitude towards work.
- Excellent interpersonal and analytical skills with strong ability to communicate effectively.
- Hard working, sincere and dedicated to work.

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### **ACHIEVEMENTS**

- ☐ Participated in Kerala State Programme in the year 2015 -16
- ☐ Secured Prizes in Arts , Sports and In work Experience in School Level
- ☐ Organized Central Kerala Sahodaya Sports In the year 2012 -14