



RAJESH KUMAR K

ACCOUNTANT

PROFESSIONAL SUMMARY

Highly skilled and detail-oriented Accountant with extensive experience in financial management, auditing, and accounting operations. Expertise in accounts payable and receivable, financial reporting, bank reconciliations, budgeting, and taxation. Strong background in internal audits, risk assessment, and compliance with financial regulations. Proven ability to analyze financial data, prepare accurate reports, and implement process improvements to enhance efficiency. Adept at handling payroll processing, inventory management, and cash flow monitoring. Possesses excellent analytical, problem-solving, and time management skills, ensuring seamless financial operations. Seeking a challenging role to leverage extensive accounting and auditing expertise in a dynamic environment.




WORK EXPERIENCE

- ACCOUNTANT** | February 2017 – Present
KUWAIT GOLDEN SERVICES, KUWAIT
- ACCOUNTANT** | April 2009 – November 2016
ALGHANIM INDUSTRIES, KUWAIT
- ACCOUNTANT** | May 2008 – Mar 2009
IMPACT & ECHO ADVERTISING CO., KUWAIT
- AUDIT OFFICER** | 2001 – 2007
MUTHOOT FINANCE LTD., INDIA
- ACCOUNTANT** | 1998 – 2001
RAJIV ARCHITECTS & ENGINEERS CONS. COMPANY, INDIA

KEY RESPONSIBILITIES AS ACCOUNTANT

- Preparing and analysing financial statements, including balance sheets, income statements, and cash flow reports.
- Ensuring accurate and timely financial reporting in compliance with accounting standards.
- Monitoring and managing company financial transactions, ensuring accuracy and completeness.
- Processing vendor invoices, verifying accuracy, and ensuring timely payments.
- Managing accounts receivable, following up on outstanding invoices, and ensuring timely collections.
- Preparing aging reports for accounts receivable and payable to track overdue amounts.
- Processing monthly payroll, ensuring accuracy in salary calculations, deductions, and benefits.
- Maintaining employee financial records, including leave, overtime, and other allowances.
- Ensuring timely payment of taxes and other employee benefits.

CONTACT INFORMATION

-  **Contact:**
+965 97677145
-  **Email:**
rajeshthripura@gmail.com
-  **Location:**
Kuwait

EDUCATION

MASTER'S DEGREE IN COMMERCE | 2000-2002

- Annamalai University

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA) | 2001 – 2002

DIPLOMA IN COMPUTERIZED OFFICE MANAGEMENT AND ACCOUNTS MAINTENANCE

BACHELOR'S DEGREE IN COMMERCE | 1994 – 1998

- Kerala University

COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES KNOWN

English ██████████ 100 %

Malayalam ██████████ 100 %

Hindi ██████████ 85 %

Tamil ██████████ 85 %

AREA OF EXPERTISE

- Financial Accounting & Reporting
- Accounts Payable & Receivable
- Bank Reconciliation & Cash Management
- Taxation & Compliance
- Audit & Internal Controls
- Payroll Processing
- Inventory & Asset Management
- Financial Analysis & Risk Assessment
- ERP & Accounting Software
- Cost Control & Reduction Strategies
- Financial Planning & Strategy
- Financial Data Interpretation

PERSONAL DETAILS

Gender : Male
Date of Birth : 16/05/1976
Nationality : Indian
Marital Status : Married
Visa Status : 18 (Transferable)

KEY RESPONSIBILITIES AS AUDIT OFFICER

- Conducted internal audits to ensure compliance with company policies and financial regulations.
- Examined financial statements, records, and transactions to identify discrepancies and inconsistencies.
- Assessed internal controls and recommended improvements to enhance efficiency and accuracy.
- Evaluated financial risks and implemented measures to minimize potential fraud and mismanagement.
- Investigated suspicious transactions and reported findings to senior management.
- Reviewed and analysed financial data to detect errors, irregularities, and compliance issues.

KEY SKILLS

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|------------------------|-----------------------|
| ▪ Critical Thinking | ▪ Adaptability |
| ▪ Problem-Solving | ▪ Decision-Making |
| ▪ Time Management | ▪ Stress Management |
| ▪ Communication | ▪ Multitasking |
| ▪ Interpersonal Skills | ▪ Positive Attitude |
| ▪ Attention to Detail | ▪ Analytical Thinking |
| ▪ Leadership | ▪ Self-Motivation |
| ▪ Teamwork | ▪ Work Ethic |

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RAJESH KUMAR K