

# Rajesh A.S

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## Career Objectives

To join an organization which brightens my career, encourage in my knowledge, maintaining positive attitude, achieving organization's goals which would be beneficial both for the organization as well as self career.



## Experience

02/2016 to 06/2018

### Accounts and front office

AR Enterprises, Trivandrum.

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filling cash chasing debt.
- Processing expense requests for the accountant to approve
- Bank reconciliation

08/2018 to 09/2021

### Billing and Back office

Yamaha franchise-Shreya Motors, Trivandrum

- Performing market research.
- Gathering and processing research data.
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Assisting with inventory control
- Assisting and coordinating with the sales team.
- Organizing staff meeting and updating calendars.
- Processing

## Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

## Education

National Institute of Fire and Safety: 2017

(Diploma in fire and safety)

B.Com Computer application

: 2015

(Univesrity of kerala )

## Language

- English
- Hindi
- Malayalam