



# RATHIN R

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DOB : 05/11/1991

## ABOUT ME

Detailed-oriented, Efficient and organised Professional with extensive experience in Accounting System, Possess strong analytical and problem solving skills with the ability to make well thought out decisions, Excellent written and verbal communication skills and handwriting, Highly trustworthy, discreet and ethical, Resourceful in the completion of projects and effective at multi-tasking.

## JOB SUMMARY

- Experienced in providing financial information to management by researching and analyzing accounting data.

- Experience in posting asset, liability and capital accounts entries by compiling and analyzing account informations.

- Experience in Document financial transactions by entering account informations. Maintain accounting controls by preparing and recommending policies and procedures. Reconciles financial discrepancies by collecting and analyzing account informations. Secures financial information by completing database backups. Prepare payments by verifying documentation and requesting disbursement.

- Maintains customer satisfaction and protects operations by keeping financial information confidential.

- Completing purchase orders, Bank Reconciliations and year-end analysis.

- Assisting the finance department and senior accounting staff members with various tasks, including preparing records, and statements.

- Resolving errors in financial entries and correcting faulty transactions.

## EXPERIENCE

### SAKTHI TARPAULIN COMPANY

July 2020 - Dec 2020

#### Accountant

- \* Managing day-to-day transactions.
- \* Posting daily receipts.
- \* Completing bank reconciliations.
- \* Managing payroll.
- \* Managing company ledgers.
- \* Processing business expenses.
- \* Verifying balances in account books and rectifying discrepancies.
- \* Verifying bank deposits
- \* Recording office expenditures and ensuring these expenses are within the set budget.
- \* Monthly return filing and checking Whether tax are paid correctly
- \* Completing the year-end analysis.
- \* Reporting on debtors and creditors
- \* Preparing financial documents such as invoices, bills, and accounts payable and receivable
- \* Completing purchase orders
- \* Assisting the finance department and senior accounting staff members with various tasks, including preparing records, and statements.

### TAX POINT

Jan 2019 - Jan 2020

#### Accountant Assistant

- \* Managing company ledgers
- \* Posting purchase and sale entries.
- \* Completing bank reconciliations.
- \* Entering financial information
- \* Managing day-to-day transactions
- \* Monthly return filing and checking Whether tax are paid correctly.
- \* Posting daily receipts and expenses
- \* Completing the year-end analysis

## MANESH ASSOCIATES

Sept 2016 - Dec 2018

### Accountant

- \* Posting purchase and sale entries
- \* Monthly return filing and checking Whether tax are paid correctly.
- \* Managing day-to-day transactions
- \* Completing bank reconciliations.

## THE REAL ACCOUNTING & AUDITING FIRM

Oct 2014 - Oct 2015

### Junior Accountant

- \* Posting purchase and sale entries
- \* Monthly return filing and checking Whether tax are paid correctly

## EDUCATION

### ST. JOSEPH'S COLLEGE

2015

Master of Commerce in Finance

### REAL COMPUTER ACADEMY

2014

Advanced Diploma in Financial Accounting

### ST. JOSEPH'S COLLEGE

2013

Bachelor of Commerce in Computer Application

### CENTRAL FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

2010

Orientation Program in Tally

### NSSMHSS PAYYANNUR

2010

Plus Two Commerce

### SABTMHS PAYYANNUR

2008

SSLC

## SKILLS

Tally, Ms Excel, Ms word,

## PROJECTS

### KHADI AND VILLAGE INDUSTRIES

A study on the marketing problems of Khadi and Village industries with special reference to Payyannur Khadi Centre (During post graduation)

## LANGUAGE

Hindi, English, Malayalam

## DECLARATION

I hearby declare that the above information is correct to the best of my knowledge

Date:

Place: