

## **CURRICULAM VITAE**



**Rakesh.U.R**

**KERALA, INDIA**  
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### **PERSONAL DETAILS:**

**Date of Birth:**  
**16-07-1992**

**Place:**  
**Chalakudy, Kerala**

**Marital Status: Single**

**Nationality: Indian**

### **Career Objective:**

Looking for a challenging role in the **Accounts/Finance**

**Department** of an aggressive and dynamic organization.

where I can contribute my knowledge and experience and thus

nourish my career to the perfection.

### **Personal Attributes:**

- Total 4 years of experience as Finance/Accounts for various business organizations.
- Having good Communication and Correspondence skills.
- Highly proficient in computer packages – MS Office, Outlook etc.
- Dedicated, hardworking and result oriented.

### **Academic Credentials:**

Course	University/Board of Examination	Year of Passing	Percentage
MBA (Finance)	MG Unviersity,Kerala	2016	Completed
B.Com (Computer Application)	MG Unviersity,Kerala	2013	52%
HSE	Higher Secondary Board, Kerala	2010	73%
SSLC	Secondary Board, Kerala	2008	76%

### **Additional Certification:**

- Diploma in GST
- E-Taxation

### **Technical Proficiency:**

- Tally ERP .9
- MS Office
- Oracle Financial Software
- Spectrum Software

## L a n g u a g e s K n o w n :

Languages	Read	Write	Speak
ENGLISH	Excellent	Excellent	Good
HINDI	Good	Good	Excellent
MALAYALAM	Excellent	Excellent	Excellent

## W o r k E x p e r i e n c e :

1. Company Name : INDEL MONEY PRIVATE LIMITED (NBFC)

(Corporate Office) Kalamassery,Ernakulam

Duration of Service : 1.8 (11-July-2016 to 2-April-2018)

Position : Accounts Executive

### Job responsibilities:

- Journalizing of the transactions.
- Preparation of Bank Reconciliation Statements.
- Preparation of Payment and Receipt Vouchers.
- Maintenance of Petty Cash Account & Records.
- Preparation of Receivables & Payables Statements – with Aging Analysis.
- TDS and GST calculations (TDS on Rent,TDS on Salary,TDS on Contract)
- Preparing GST invoices
- Co-ordinate with Auditors for carrying out audit work.
- Communicating with parties for payments.
- Handling Internal and External Auditors and also providing answers for their Queries
- Preparing documents for submitting Banks and Financial Institutions  
(Like Board Resolution etc.
- Guides accounting clerical staff by coordinating activities and answering questions
- Vendor Payments
  - 1.Sorting the bills
  2. Preparing approval notes
  3. Prepares payments by verifying documentation, and requesting disbursements

2. Company Name : **DYNAMIC BRADVIEW ROOFING (MNC)**

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Duration of Service : 1.3 (9-April-2018 to 28-02-2020)

Position : **Accountant**

**Job responsibilities:**

- Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Handling out of state people and coordinating the accounting activities

**STRENGTHS**

- Adaptability, Hardworking, Sincere, Punctual, Honesty, Systematic, Dedicated and Good Team Player.

**PERSONAL PROFILE**

Date of Birth : 16-07-1992

Sex : Male

Marital Status : Single

Religion : Hindu

Nationality : Indian

Hobbies : Playing Cricket, Badminton, Listening Music,

Permanent address : Urundolly(H),P.O.Annallur,Anappara,Asthamichira

Chalaky, Thirssur-680731

**DECLARATION**

I hereby declare that all the information provided by me in this application is actual and correct to the best of my knowledge and belief

Place: Chalaky

Yours Sincerely,

Date:

**Rakesh.U.R**