



RINJU RAPHAEL . C

ACCOUNTANT

ADDRESS: Al Satwa,
Dubai, UAE

EMAIL: rinjum16@gmail.com

TELEPHONE: +971 527179312

PERSONAL DETAILS

DATE OF BIRTH: 14/06/1997

AGE: 24

SEX: Male

MARITAL STATUS: Single

LANGUAGES KNOWN:

English, Hindi, Malayalam,
and Tamil.

PERSONAL SUMMARY

An extremely conscientious, enthusiastic, and dedicated individual, who enjoys the demands of high accuracy and concentration and flourishes with increased responsibilities. Quick to learn, diligent and meticulous, thrives in demanding environment and relishes technical challenge. Self-motivated with lots of energy, works well on own initiative and effectively under pressure. Personable and assured, possesses excellent interpersonal skills, enjoys working as part of a team and can communicate concisely at all levels.

WORK EXPERIENCE

ACCOUNTANT

BESTONE SUPERMARKET LLP, KERALA, INDIA
FEBRUARY 2021 – NOVEMBER 2021

- Prepared journal entries, complete general ledger operations,
- Reconcile and maintain balance sheet accounts.
- Preparation of monthly budgets
- Performed bank and other account reconciliation.
- Ensured proper recognition of revenue and expense for departmental cost center activity.
- Processed and prepared payroll of all staffs.
- Prepared and planned accounts receivables and payables to meet financial requirements.

OFFICE ADMINISTRATOR

BRIGHT'S METALS, KERALA, INDIA
JANUARY 2018 – JANUARY 2021

- Greet visitors and direct them to the appropriate offices
- Conduct clerical duties, including filing, answering phone calls, responding to emails, and preparing documents
- Coordinates files and associates to departments
- Schedule meetings and travel arrangements for senior members of the company
- Provide administrative support for operations team

SKILLS

- Accounting
- Good Communication skill
- Attention to detail
- Handling works independent
- Multi-Tasking Skills
- GAAP Accounting
- Tally ERP
- IFRS
- Advance Excel
- Expense Reporting
- Microsoft Office Applications
- Internet Operations

ACADEMIC QUALIFICATION

- **INDIRA GANDHI NATIONAL OPEN UNIVERSITY**
MASTER OF COMMERCE 2018 – 2020
- **UNIVERSITY OF CALICUT**
BACHELOR OF BUSINESS ADMINISTRATION 2015 – 2018

DECLARATION

I hereby declare that the information mentioned above is true and best of my knowledge and abilities.

RINJU RAPHAEL . C