

REJANI P.R.

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Objective

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services within a positive team environment.

Career Summary

1. 2009 to 2012

**Sales Tax Practitioner Office
Accountant**

- VAT filing
- Preparing Stock Ledger

2. November 2012 - Present

Accountant

**Sree Sudheendra Medical mission
Kacherippady, Ernakulam**

- Transition with patients when required
 - Provide training and assistance to new joiners
 - Reconciliation of all the accounts.
 - Internal auditing.
 - Salary Processing.
 - ESI and EPF, LWF workings.
 - Provide support to auditing team.
 - Cross check purchase invoices and expense invoices.
 - *Preparation of payments to creditors as well as for company's affairs.*
 - *Ensure timely payments as per company's policy and credit period to all creditors.*
 - *Preparation of payment vouchers.*
 - *Manage HR department.*
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Reference – Mary Reema Babu
HR Officer
9961 503387

Education and Qualifications

Graduate Degree B.Com Cooperation, 1998 – 2001 (NOT COMPLETED)
Cooperative College, Mahatma Gandhi University,
Muvattupuzha, Kerala

Higher Secondary PDC ,Commerce, , Cooperative College, Mahatma Gandhi
University, Kerala

Personal Skills Punctual and Adaptable to all environments
Hard working, Determined to learn newest of knowledge
and skills and Self Motivated
Fast Learner with Multi Tasking skills
Willing to shoulder responsibilities and initiative

Personal Details

Father's Name G. Ramachandran
Address Puthenmadom House
Puthuppady P.O.
Muvattupuzha
Date of Birth 01.06.1981
Sex Female
Religion Hindu
Marital Status Married
Spouse Name Prakash R
Nationality Indian

Place : Elamakkara

Date :01.10.2021

Signature

(Rejani P.R.)