**CURRICULUM VITAE**

**RAHUL RAMAN** Mob No: +91 9809735182

Email**: rahulraman999@gmail.com**

**OBJECTIVE:**

To work in an organization that will develop my skill and help me to save the institution for its development and intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potentials and to work as a key player in a challenging as well as creative environment.

**PERSONAL PROFILE:**

Name **:** Rahul Raman

Date of birth **:** 05-08-1989

Nationality **:**  Indian

Religion and caste **:** Hindu, Nair

Place of Birth **:** Thrissur

Father’s Name **:** Raman

Marital Status **:** Single

Mother Tongue **:** Malayalam

Linguistic Proficiency **:** English, Malayalam, Tamil and Hindi

Permanent Address **:** S/o Raman

Erath House ollur P.O.

Thrissur Dist.

Kerala State, India. Pin – 680 306

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Courses** | **Institute/University** | **Duration** |
| **B.Com** | **P G center , Thrissur** | **2010** |
| **Plus Two** | **GVHSS Cherpu , Thrissur** | **2007** |
| **S.S.L.C** | **Deepthi High School , Thalore** | **2005** |

**WORK EXPERIENCE:**

* **3 and half year experience as an Accountant Assistant in Kalyan silks trichur pvt ltd (November 2014 – May 2018)**

**DUTIES AND RESPONSIBILITIES:**

* Preparation and checking of accounts.
* Maintain day book.
* Purchase entering and keeping records.
* Item pricing.
* Follow up the invoices and entries.
* Maintain accounts in manual and systematic manner.
* Stock keeping and maintaining.
* **Worked as a Clerk at Speed post center, Thrissur** **for 3 years** (**July 2011 TO August 2014**)

**DUTIES AND RESPONSIBILITIES:**

* Mails keeping.
* Entering and maintain the records of mails and details.
* Receiving, Keeping and distributing of mails and couriers.
* Maintain all kind of dispatch works.

**ADDITIONAL QUALIFICATION:**

* TALLY ERP.9
* MICROSOFT EXCEL
* ERP Software
* ORACLE software

**STRENGTHS:**

* Good communication skills & inter personal skills.
* Ready to work hard for the benefit of the institution.
* Believe in sincerity and dedication in the profession.
* Handle system easily and smoothly.

**EXTRA CURRICULAR ACTIVITIES:**

* Reading Books
* Playing Cricket

**DRIVING LICENCE:**

Driving LicenseNo: 8/2918/2009

Class of Vehicle: M/C with gr

Non Transport: Valid from: 02/04/2009 Valid To: 01/04/2029

**PASSPORT NUMBER**:

Passport Number: L1536309

Date of issue: 05/07/2013

Date of expiry: 04/07/2023

**DECLARATION:**

All the details furnished above are true to the best of my knowledge and belief. I will prove to be a competent, career minded, open and respectful, honest and dedicated professional if given a chance to work with your esteemed organization.

Place: Thrissur

Date:  **(RAHUL RAMAN**)