

CURRICULUM VITAE



RAHULAN.M.R

MOBILE: - +91-8921828344

EMAIL: rahulanmr123@gmail.com

PERSONAL DETAILS

- DATE OF BIRTH 14-4-1983
- NATIONALITY INDIAN
- SEX MALE
- PASSPORT NO. N 5190565
- CPR NO. 830461051
- MARITAL STATUS MARRIED

CARRIER OBJECTIVE

- TO SECURE A CHALLENGING POSSITION IN A WELL ESTABLISHED ESTEEMED ORGANIZATION WHERE IT CAN EXTRACT MY INHERENT SKILLS FOR THEIR DEVELOPMENT.

EDUCATIONAL QUALIFICATIONS

Course	Status	Awarded / organized by
S.S.L.C	PASSED	BOARD OF PUBLIC EXAMINATIONS, GOVT. OF KERALA
HIGHER SECONDARY	PASSED	HIGHER SECONDARY BOARD
B.COM	PASSED	UNIVERSITY OF KERALA

GENERAL QUALIFICATIONS

MS OFFICE 2007, TALLY, IDS ,REMEDI

EXPERIENCE IN INDIA

2009-2010	PAVIZHAM RICE KERALA, AS ACCOUNTANT
2010-2011	MAHAVEERA TRANSPORT PVT LTD KERALA, AS ACCOUNTANT AND CASHIER

EXPERIENCE IN BAHRAIN

2011-2013	AL BOOM TRADING EST IN BAHRAIN AS ACCOUNTS, STORES AND SALES
2014-2017	ACCOUNTANT AT HOTEL ROYAL PHOENECIA BAHRAIN
2017 –Feb-2022	ACCOUNTS MANAGER AT MIDDLE EAST MEDICAL CENTER, BAHRAIN
Mar 2022–Jul-2022	ACCOUNTS AND MARKETING MANAGER AT ACTIVAR BAHRAIN

LANGUAGES KNOWN

- ENGLISH, HINDI, MALAYALAM (MOTHER TONGUE).

SKILLS

- EXCELLENT IN COMPUTER SOFTWARES SUCH AS MS OFFICE, TALLY (ACCOUNTING PACKAGES)
- FLUENT IN USE OF INTERNET
- EXCELLENT TEAM LEADERSHIP

EXPERIENCE AND RESPONSIBILITIES

- DESIGNING AND IMPLEMENTING SYSTEMS & PROCEDURES; SUPERVISING THE CONSOLIDATION OF GROUP ACCOUNTS AND PREPARATION OF FINANCIAL STATEMENTS
- STORE MANAGEMENT & PURCHASE INVENTORY CONTROL SYSTEM: VERIFYING OF LOCAL PURCHASE ORDER, GOODS RECEIPT VOUCHER & PURCHASING ENTRY, NEGOTIATE PRICE, QUOTATION FROM DIFFERENT SUPPLIERS.
- MONITORING FREE ON FOC, BATCH NO, SHORT EXPIRY, STOCK AGING ANALYSIS, STOCK MOVEMENT, AND REPLACEMENT ANALYSIS.
- FIXED ASSET REGISTER MAINTAINING AND CALCULATING DEPRECIATION.

- PREPARATION OF CASH FLOW, BANK FLOW AND FUND FLOW STATEMENT.
- CHECKING DATA, MAINTAINING AND SCRUTINIZING STATUTORY BOOKS OF ACCOUNTS, JOURNAL, LEDGER, PREPARATION OF VOUCHERS / POSTING OF VOUCHERS IN THE CONCERNED LEDGERS, POSTDATED CHEQUE AND CREDIT NOTE.
- MONITORING PAYABLE & RECEIVABLE REVIEW & FINALIZE MONTHLY COLLECTION REPORTS, PREPARING MIS REPORTS.
- MAINTAINING TRIAL BALANCE & P/L & PAYABLE, RECEIVABLE. MAINTAIN BOOKS OF A/CS SUCH AS DEBTORS, CREDITORS.
- PREPARATION OF RECONCILIATION STATEMENT (BANK, CREDITORS, AND DEBTORS)
- RECEIVABLES & PAYABLES: DEBTORS BILL DETAILS, OUTSTANDING BILLS, DEBTORS AGING ANALYSIS, SALES/COLLECTION ANALYSIS, AND MONTHLY SALES/COLLECTION SUMMARY. CREDITORS STATEMENT, OUTSTANDING BILLS, CREDITORS AGING ANALYSIS, SUPPLIER ANALYSIS
- PAYROLL: VERIFY AND RECONCILE THE PAY ROLL EVERY MONTH AND ENSURE THE SALARY AND OVERTIME WAGES ARE PAID IN TIME. ENSURE THAT THE EMPLOYEE'S STATEMENT OF LEAVE SALARY AND TERMINAL BENEFITS ARE PREPARED ACCURATELY.
- PREPARING VAT REPORT MONTHLY WISE.
- PREPARING VAT DATA AND THE SUBMISSION.
- AUDITING & EVALUATION OF FINANCIAL STATEMENT AND FINISHING IT ON TIME.
- EXECUTE YEAR END AUDIT OF THE CENTER IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

RESPECTED SIR,

HOPE YOU WILL GO THROUGH MY PARTICULARS AND CONSIDER ME AS ONE OF YOUR CANDIDATURE. I SHALL BE HIGHLY OBLIGED, IF YOU GIVE ME A CHANCE TO WORK IN YOUR ESTEEMED ORGANIZATION. I WILL TRY MY BEST TO GIVE UTMOST SATISFACTION TO MY SUPERIORS.

THANKING YOU,

WITH REGARDS,

YOURS FAITHFULLY,

RAHULAN.M.R