



RINU T R

Accounting Assistant



30-03-1994

EXPERIENCE

Vishnu Enterprises

Kochi, Ernakulam

2017 (PresentlyWorking)

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable balances.
- Helped departmental managers develop and optimise inventory controls.
- Calculated, prepared and filed payroll taxes for clients.

About Me

Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member.



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Unni Nivas, Thoppumpady
Ernakulam



Married

LANGUAGE

- Malayalam (Basic)
- English
- Hindi

SKILLS SUMMARY

- Sales commission knowledge
- Accounts payable
- Bookkeeping operations
- Microsoft Excel
- Expense management
- Data entry documentation
- Billing forms

EDUCATION

- Mahatma Gandhi University
Master of Science in Mathematics - 2017
- Mahatma Gandhi University
Bachelor of Science in Mathematics - 2015
- Higher Secondary Education - Kerala
Science with Mathematics - 2012
- High School Education - Kerala
SSLC - 2010