

Curriculum Vitae

RAJAN JOSE.P



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Mob : +91- 9746177467 (IND)

Academic Chronicle

Course	University	Year
MBA	Bharathiar University	2011
M.COM	Calicut University	2007
B.COM	Calicut University	2003
PDC (HSC)	Calicut University	2000
10 th	Kerala Edu. Board	1998

Additional Qualification

- Diploma in Computer Application.
- DCFA (Diploma in Computerized Financial Accounting using Tally)

Extra Curricular Activities:

- Participated in State Archery Competitions.

Computer Proficiency

- MS Windows (Word, Excel, PPT)

ACCOUNTING SOFTWARES

- Tally

Career Objective

To prove myself dedicated, worthy and energetic in a progressive organization that gives me chance to apply my knowledge and skills and be a member of a team that dynamically works towards the growth of the organization.

M.COM, MBA WITH 16.08 YEARS OF WORK EXPERIENCE IN ACCOUNTS & ADMINISTRATION.

1) Work Experience

- **Company Name** : K.Daniels Projects India Pvt Ltd, Navi Mumbai
- Type** : Indian- Contracting
- **Designation** : Accounts Auditor
- **Duration** : From 01st March 2020 to 16th June 2023

Overview:

Registered Labour Contracting company for Govt. of India Projects.

Duties & Responsibilities:

Maintain all Ledger A/cs and prepare financial statements & Tax Matters (GST,TDS,TCS) details, A/cs Receivables & Payables, Bank Reconciliation, Prepare Payroll, all the payment list sent to management for approval, Processing and issue of Invoices & Credit/Debit Note. Financial Analysis and report to Management. Helping for Auditors. Communication with Govt. & Bank officials and Clients.

2) Work Experience

- **Company Name** : M V Sons Trading Company, Thrissur
- Type** : Indian- Trading
- **Designation** : Accounts & Admin Manager
- **Duration** : From 20th November 2017 to 31st March 2019

Overview:

Cement trading company.

3) Work Experience

- **Company Name** : ST. Thomas Solid Bricks, Thrissur
- Type** : Indian - Manufacturing Unit
- **Designation** : Accounts & Admin Manager
- **Duration** : From 14th November 2016 to 31st October 2017

Overview:

This is a Bricks manufacturing company.

4) Work Experience

- **Company Name** : Clicksco
- Type** : Dubai, UAE- Ad Words Marketing
- **Designation** : Accounts supervisor
- **Duration** : From 29th September 2014 to 15th July 2016

Overview:

Clicksco is a multinational company, specialized in Ecommerce.

Strength:

- Excellent Communication skills in English, Hindi, and Malayalam
- Excellent Negotiation skills
- Excellent Decision-Making abilities
- Excellent Leadership skills
- Strong Customer Relationship abilities
- Sound Administrative skills
- Ability to Multi-Task
- Computer Literate

Personal Information:**Name** : RAJAN JOSE.P**Date of Birth** : 16th May, 1983**Place of Birth** : Thrissur, Kerala**Gender** : Male**Marital Status** : Married**Nationality** : Indian**Languages** : English, Hindi, Malayalam.**Passport Details:****Nationality** : Indian**Passport No** : M2067229**Place of Issue** : Cochin, Kerala**Passport Expiry** : 10th September, 2024**Address :**

F/1402, Sadguru Prism CHS Ltd.

Sector 35E, Plot No.25,

Kharghar, Raigad District,

Maharashtra, 410210.

5) Work Experience

- **Company Name** : Wisdom Advertising L.L.C
- **Type** : Dubai, UAE – Signage & Interior
- **Designation** : Accountant
- **Duration** : From March 25th 2013 to July 13th 2014

Overview of Wisdom:

As one of the largest advertising company in Dubai. Specialize in Signage and interior designing.

6) Work Experience

- **Company Name** : Sarva Shikshah Abhiyan, Thrissur (Govt.Project)
- **Type** : Indian - Education
- **Designation** : Accountant & Admin Clerk
- **Duration** : From February 1st 2010 to March 21st 2013

Overview of SSA:

SSA is Indian govt. project for children's development

7) Work Experience

- **Company Name** : Urja Communications Pvt. Ltd. **Mumbai**
- **Type** : Indian – Advertising & Digital Marketing
- **Designation** : Accountant
- **Duration** : From March 24th 2008 to January 25th 2010

Overview of Urja & Pranjee:

Urja is a web designing, advertising and digital marketing company. Pranjee is a Property development company.

8) Work Experience

- **Company Name** : Manjilas Group of Concern Pvt. Ltd. Kerala
- **Type** : Indian – FMCG
- **Designation** : Asst. Manager of Logistics
- **Duration** : From December 10th 2006 to March 8th 2008

Overview of Manjilas:

Manjilas is a FMCG Production and distribution company. The brand name of these products is '**Double Horse**'.

9) Work Experience

- **Company Name** : Shamco Associates, Kerala
- **Type** : Indian – Trading
- **Designation** : Jr. Accountant
- **Duration** : From December 1st 2004 to November 30th 2006

Overview of Shamco Associates:

Shamco is a wholesale and retail trading of Building Materials and Sanitary Products.

Project Experience

Project Report & Research Work done on 'Funds Management' subject & last five years financial analysis of **Foster Foods Pvt. Ltd., Kerala.**

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge.

RAJAN JOSE.P