

CURRICULUM VITAE



RAJESH MRN PILLAI

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Objective: To work with a lot of enthusiasm, dedication, and serve the organization with best of my abilities to become a successful professional. To utilize my skills and knowledge to the maximum in a challenging and innovative working environment and to dedicate myself towards the prosperity and growth of the company.

Professional Profile

ACCOUNTS.PURCHASE & STORE ASSISTANT with 10+ year's of professional experience in India & Middle East. Banking & Finance, Logistics, Hotel and Restaurants, Construction Field etc..

Educational Qualifications.

Degree & Course	School / College	Year
♦ S.S.L.C	St : Johns Higher Secondary School, Kerala	2000
♦ Office Secretaryship & Administration with Commerce	Naduvattom V H S S, Kerala	2000- 2002
♦ B.COM In Corperation	Premis College of Commerce and science	2002-2005
♦ Diploma In Computer Application & Tally	Orbit Computers (Kerala Saksharata Mission)	2007 -2009

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WORKING EXPERIENCE

OVER ALL EXPERIENCE:

Total years of Experience= **10 Years+**

1)	Organization	Jas Culinary Specialities Pvt Ltd
	Period	August 2013 to Present
	Designation	<i>Accountant</i>
	Duties & Responsibilities	<ul style="list-style-type: none">• Accounts payable• Accounts receivable• General accounting• Statutory works (Esi,Pf,Gst,Tds)• Invoicing• MIS• Assisting Accounts Manager for preparing Financial statements• Bank Reconciliation• Inter Branch Reconciliation• Branch accounting• Handling Cash• Managing petty cash
2)	Organization	Magnus Interiors LLC (MEP & Interior Designers)
	Period	Jan – 2012 to July 2013
	Designation	Store & Purchase Executive
	Duties & Responsibilities	Communicating with Supervisors, Peers, or Subordinates Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Purchase and issue order in accordance to specification. Receives and inspects all incoming materials and reconciles with purchase orders. Store and release supplies or equipments.
3)	Organization	: <u>Step International Technical Contracting</u>
	Period	: September 2009 – to December 2011
	Designation	: Admin Assistant Cum Office Assistant
	Duties & Responsibilities	: Daily Duty Sheet Verification, Follow up with new Tendering Process (Estimation Dept: controlled by Operations Wing), Sales Support, Maintain office files, Maintain confidential records and files, Meet and greet clients and visitors. Open, sort and distribute incoming correspondence, including faxes and email. Support staff in assigned project based work Etc...
4)	Organization	: <u>Bajaj Allianz LIC Ltd</u>
	Period	: February 2007 to September 2009
	Designation	: Sales Wing - Operations Admin Executive
	Duties & Responsibilities	: Updating daily work report from Sales Wing, Claim Documentation Follow-up, Data Entry, Responsible for Providing Administrative

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			Support, Summarising visitor feedback on a monthly basis, Record cost/expenses & inform Management, Customer Service, Sales Support, Management Information Service.
5)	Organization	:	<u>D T D C Courier & Cargo International</u>
	Period	:	From July 2006 to January 2007
	Designation	:	Supervisor
	Duties & Responsibilities	:	Updating daily work report from Sales Wing, Documentation Follow-up, Data Entry, Controlling the Courier Boys, Duty Assigning, Customer Service Etc....

Skills summary:

- Tally Erp.9
- M S Office
- Secretarial & Administration Works
- Communicative Talent
- Coordinator
- Analytical and problem solving
- Library filing
- Decision making skills

Personal Details

Name	:	RAJESH MRN PILLAI
Date of Birth	:	28 th February 1985
Nationality	:	Indian
Gender	:	Male
Religion	:	Hindu
Languages Known	:	English, Hindi, Malayalam, Tamil
Civil Status	:	Single
Communication Address	:	RAJESH MRN PILLAI Madhaveeyam House,Pela.P.O,Thattarambbalam Pin -690103

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Driving License

Indian Light Motor Vehicle Licence

Objective

I assess myself as a Competent & Professional to my job who blends together the Technical knowledge with economy and hard to reach the goal independently & efficiently with my Experience.

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors

Rajesh MRN Pillai