

# **RAJESH. M**

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## **CAREER OBJECTIVE**

Accurate and detail effective communicator with great analytical skill and excellent team work abilities. Building strong team environments and developing open communications, enabling to make my sincere contributions to the organization.

## **WORK EXPERIENCE**

Worked as a accounts Executive in Healix ventures Pvt Ltd.from 26/02/2018 till31/03/20

### **Meritus Diagnostics (A unit of Healix ventures Pvt ltd) Mysuru:**

- ★ Responsible to manage End to End accounts of the organization.
- ★ Performs General accounting functions, JournalEntries, Reconciliation and accruals.
- ★ Participate in monthly, Quarterly and annual financial Process as well as Assist with audit preparation and End of the year closings.
- ★ Maintained full accounting functions of subsidiaries Inventory.
- ★ Monthly Payroll Calculation and Distribution and managing all the cash transactions in their work place.
- ★ Issuing cash and miscellaneous Expenses and Preparing vouchers for petty cash.
- ★ Maintaining inventory posting of cash book Receipts and payments.
- ★ Create reports for manager detailing metrics on tenant statistics, past due payments and vendor invoices.
- ★ Expediting with vendors regarding invoicing issues, payment problems and discrepancies and Processed incoming customer Payments
- ★ Onetime billing invoices distribution and follow up for Payments collection of payments/ cheques from clients.
- ★ Keeping up to date record of all accounting transactions.
- ★ Handling TDS work, income tax work and VAT assignments.
- ★ Preparing vouchers for petty cash.
- ★ Daily collections and cheques from clients which is deposited to bank.

### **Shree Mahalakshmi Steels and cements company. Mysuru:**

- ★ Making Invoices sales bills through tally software.
- ★ Creating E Sugam Registration.
- ★ Keeping up to date record of all accounting transactions.

- ★ Managing all the cash transactions in their work place.
- ★ Oversaw accounts payable and receivables function for large metropolitan waste disposal group serving past and business clients.

**Skill Sets** : VLOOKUP, Pivot Table, Data Format and Basics of Excel Shortcuts, MS Word, Power Point

Tally ERP9: Hands on experience in Tally Environment.

Operating systems: Windows XP, Windows 7, Windows 8, Windows 10

### **EDUCATIONAL QUALIFICATION:**

Degree : M.Com (Commerce)

Percentage : 70.02%

### **PROFESSIONAL TRAITS:**

Dedicated and sincere. Disciplined & good etiquette. I am always looking out for new ways to learn and enhance my knowledge.

### **PERSONAL DETAILS:**

Date of Birth : 12/12/1992

Father Name : Madappa

Sex : Male

Address : #237 Hosa Badavane Koorgalli Mysuru-570018

Languages : Kannada, English, Hindi

Nationality : Indian

Hobbies : Music, Watching Movies, Carom

### **DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Date: \_\_\_\_\_ yours faithfully

Place: \_\_\_\_\_