

**RENJITH RAJAN****DUBAI, UAE****Email:** renjithrajan2018@gmail.com**Mobile No:** 00971564476516**PERSONAL INFORMATION****Date of birth:** - 05/08/1999**Father's Name:** - Rajan M K**Nationality:** -Indian**Religion:** -Hindu**Marital Status:** -Single**PASSPORT DETAILS****PASSPORT NO:** - U5182397**Date of Issue:** - 11/02/2020**Date of expiry:** - 10/02/2030**Place of Issue:** - Ernakulam**OBJECTIVE**

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE**Manappuram Maben Nidhi Limited Oct 2021 to till Aug 2023**

Accountant

I have 1 Year 8 Months experience in Manappuram Benefits Fund Limited. During the period more efficient works carried out for Gold Finance lending money and deposits.

Decode Mar 2021 to Sep 21

Worked for sales and billing section in 6 months.

I am worked in decode dress Shopee in 6 months. I must get first experience about the billing and sales section.

CK mobiles May 2018 to Feb 21

Worked for bill entry in 3 years.

I have worked for CK mobiles for 3 years. Bill entry is more accurate for me. Look at the organization figures and things.

Steel industrial forgings limited Athani Jun 2017 to May 18

Worked as a office staff in 1 Year.

I am working in office staff For a Human Resource Management. Worked by the Time office department under the HRM Department. My responsibilities there are Attendance marking, Leave Reporting, and looking after the incentives and allowances of all manner of workers.

ACADEMIC QUALIFICATIONS

2017 to 2020	- Bachelor of commerce from University of Calicut
2015 to 2017	- VHSE from Sarvodayam Vocational higher secondary School Aryampadam
2015	- SSLC from Sarvodayam Vocational higher secondary School Aryampadam

IT SKILLS

Tally With VAT

MS Office

LANGUAGE

Malayalam ,English&Hindi

ACTIVITIES

Writing and reading

ADDITIONAL SKILL

I have joined a Program Additional Skill Acquisition Program (ASAP). This program contains Talkative skills and enhance my ability.

DECLARATION

I hereby declare that the information provided is true to the best of my knowledge and belief.

