

CURRICULUM VITAE

NAME:

MITHIN RAJ



Personal Data

Date of Birth:

26-07-1987

Sex:

Male

Nationality:

Indian

Marital Status:

Married

Contact No.:

+971-567104991

+971-502845673

Visa Type: Visit

Visa Expiry: 18-05-2023

UAE Driving License:

Expiry: 01-10-2025

Email:

mithin.rajaram@gmail.com

Languages Known:

English, Hindi, Malayalam

Address:

MITHINRAJ
ABU TINA,
SHARJAH,
UAE

Career Objective:

Seeking a position in Accounts with a well-known organization, where I can utilize my Interpersonal & Professional talents to maximize the efficiency and to be a part of Company's growth

Technical Profile:

Qualification : B.Com (COMPUTER APPLICATION).

Computer Skills : Advanced knowledge in accounting packages -
**Tally Prime, Tally 9, Tally 7.2, MS Office
Quick Books, VAT Calculation**

PGDCA (Post Graduate Diploma in Computerized Accounting)

Education:

**S.N COLLEGE OF TECHNOLOGY, KOLLAM, KERALA UNIVERSITY,
KERALA (2005-2008) B.Com (COMPUTER APPLICATION)**

**M.S.M Hr. Sec SCHOOL, CHATHINAMKULAM, KOLLAM,
KERALA (2003-2005) Class XII (Plus 2)-Commerce**

**ST. STEPHEN'S HSS, PATHANAPURAM, KOLLAM, KERALA
(2003) Class X (S.S.L.C)**

Career Achievements:

Work Experience

- 1) **Company:** ARABIAN OCEAN SERVICES LLC,DUBAI,UAE
Designation: ACCOUNTANT
Experience: October 2022-January 2023
- 2) **Company:** BLIZZARD METAL INDUSTRIES,DUBAI,UAE
Designation: ACCOUNTS MANAGER
Experience: February 2022-April 2022
- 3) **Company:** ARTIC TECHNICAL AND FIRE SYSTEM SERVICES L.L.C,DUBAI,UAE
Designation: ACCOUNTANT
Experience: August 2013 –December 2021 (8.4 Years)
- 4) **Company:** B. HARIKUMAR & ASSOCIATES,KOLLAM,KERALA,INDIA
Fellow of Chartered Accountants (F.C.A), KOLLAM
Designation : ACCOUNTANT
Experience : August 2012 - July 2013 (1 Year)

RESPONSIBILITIES:

Serve as the lead point of contact for all customer account management matters

Build and maintain strong, long-lasting client relationships

Negotiate contracts and close agreements to maximize profits

Checking of Cash Book with Receipt Voucher and also with Bank Pay- in-slip

Checking of physical Cash balance daily.

Maintaining and updating Accounting system.

Preparing and updating Final Accounts like Profit and Loss Account and Balance sheet

Preparing Bank Reconciliation Statement. Payroll and other accounts related function

Payroll and other accounts related function

Very good experience in Book keeping and Accounting Management of parties (Debtors & Creditors), Ageing Analysis. Handling and maintaining accounts up to finalization

All kinds of bank transaction, E –banking

Preparation of Cash flows

Prepare all monthly and daily reports.

Strength:

Overseeing routine issues and handle

Maintain a good positive relationship with client and company

Optimistic and Practical.

Well organized at good time management.

Ability to work under pressure and

Problem solving skills

Risk taking ability and accountable. Good

Employee – Employer Relation

Reference:

Available upon the request

Hobbies:

Listening Music, Watching Movies, Playing Cricket.

Declaration:

I do hereby declare that the above furnished details are true to the best of my knowledge. I assure you that if you give me an opportunity, I will perform to your satisfaction.

Place : Sharjah

Date : 21-03-2023

MITHIN RAJ
056-7104991