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## **Riju Varghese**

C/O Alpha Global General Trading llc  
P.O Box 35702, Al Quasis  
Dubai, U.A.E

### **OBJECTIVE**

To enter the corporate world and participate in national and international levels of business with the high level management qualities. To be in a career where I can provide my maximum to the company as well as for the well-being of the society

### **ACADEMIC QUALIFICATION**

- **MASTER OF BUSINESS ADMINISTRATION (MBA)**  
Specialization: Finance  
Year: 2010-2013  
University: Bharathiar University, Coimbatore.
- **BACHELOR OF COMMERCE (B.Com)**  
Specialization: Taxation  
Year: 2007-2010  
University: Kerala University.
- **Plus Two** in Commerce from Catholocate Higher Secondary School Pathanamthitta, **Kerala.**
- **SSLC** from St.George Mount High School, Kaipatoor, Pathanamthitta, Kerala.

### **ACADEMIC PROJECT**

Subject : Financial Performance of a Company  
Company Name : Rehabilitation Plantation Ltd, (RPL) Kerala.  
Duration : 6 Months

A Finance based project subjected that An Analysis on the Financial Performance of Rehabilitation Plantation Limited (RPL).Kollam-Kerala.

### **TECHNICAL SKILL**

Operating Systems : Microsoft Windows XP & above  
Application Packages : MS Office (Word, Power Point, Excel)  
Accounting Packages : Tally , Axpert, Focus (ERP)

## **WORK EXPERIENCE**

Working with **ALPHA GLOBAL GENERAL TRADING LLC, Dubai-UAE** as an **ACCOUNTANT** from **27<sup>th</sup> Oct 2014 to Till Date.**

Staff ID: AG002

Alpha Global LLC is a one stop source for Air Conditioning & Refrigeration Equipment, Spares & Accessories, Building Materials, Iron & Steel, Industrial Chemicals and Oil & Gas equipment. **Web:** <http://atisoman.com/trading/company/about-us/>

### **Summary of Experience**

- Maintain day to day books of Accounts in **FOCUS** (ERP).
- Take care of Internal Audit: Inventory.
- Manage Petty Cash Book.
- Reporting day to day Accounting Transaction to the senior management.
- Maintain of all type accounting vouchers entry.
- Keep bank reconciliation Statement and Reconciliation of Debtors & Creditors.
- Preparation of Sales order, Delivery Order, Sales Invoices.
- Controlling all Cash Transactions (Petty cash & Main cash).
- Preparation of various reports for senior managers.
- Prepare reports on accounts payable and accounts receivable.
- Preparing salary register in MS-Excel.
- Preparation of Employees Salary through WPS.
- Entering Time-Cards of Employees.
- Maintain Cash inflow and Outflow Register.
- Knowledge of all Bank related works.
- Knowledge of Stock taking and inventory records.
- Expertise in PRO works. **Company PRO Card No: 71628**
- Ministry of Labour (MOL) Card No:**122111/10014058834752**

Worked with **AL-ADRAK TRADING AND CONTRACTING LLC, Muscat-Oman** as an **ADMIN cum ACCOUNTS** from **18<sup>th</sup> October 2013 to 26<sup>th</sup> Oct-2014**

Staff ID: ADS3755

Al Adrak Trading & Contracting LLC is a leading one of the largest engineering construction firms in Oman with over 5000 strong workforce backed by a multidisciplinary team of professionals. With an ever expanding client base and annual order book exceeding \$300 million in contracts, the company's geographical footprint now covers all the key areas of Oman. **Web:** <http://www.aladrak.com/>

### Summary of Experience

- Entering day to day Transactions in **Axpert** (ERP).
- Processing Salary for Employees.
- Transfer Salary through bank, Paying Salary in advance through Cash.
- Entering Timecards of employees.
- Prepare manually cash inflow & outflow register.
- Knowledge of all Bank related works.
- Knowledge of Finalising the settlement of Employees.

### PERSONAL DETAILS

Father's Name	: Raju George
Sex	: male
Date of Birth	: 14/05/1988
Marital Status	: Married
Nationality	: Indian
Religion	: Christian
Languages Known	: English, Hindi & Malayalam
Correspondence Address	: Flat no 607, D- block Tiger building, Sharjah-UAE

### PASSPORT DETAILS

Passport No	: J2929546
Date of Issue	: 28/09/2010
Place of Issue	: Trivandrum
Date of Expiry	: 27/09/2020

### DRIVING LICENSE DETAILS

License No	: 3688310
Place of Issue	: Dubai
Date of Issue	: 19/07/2016
Date of Expiry	: 26/07/2026

### DECLARATION

The above-furnished details are correct to the best of my knowledge and I would like to emphasize on the fact that if given an opportunity in your esteemed organization, I would strive to do my best with integrity and sincerity.

Thanking you,  
Yours truly

Riju Varghese