

CURRICULUM VITAE

RAKESH R G

Geetha Mandiram
Vellalloor P O
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CAREER OBJECTIVE

To be associated with an esteemed organization as a part of a challenging team which would give me an opportunity to grow professionally, prove my efficiency and attain greater heights, aspire to excel in whatever job I do and my aim is to be an efficient and highly successful professional in life.

WORK EXPERIENCE

- Three Years experience as Office Assistant in Vidya Academy of Science and Technology Technical Campus, Kilimanoor, Trivandrum. (2019-2022)
- One and Half years experience as a Finance and Administrative Associate in Reliance Corporate IT Park, Attingal, Trivandrum. (2018-2019)

Reference : Available upon request

EDUCATIONAL QUALIFICATION

Academic Qualification : BA Economics and HDC & Business Management
Technical Qualification : Computer Accounting
M.S. Office, Working Experience in ERP and SAP

PERSONAL DETAILS

Gender : Male
Date of Birth : 15-06-1993
Marital Status : Married

Nationality : Indian

Languages known : English, Hindi, Malayalam

JOB PROFILES

- Manage all office activities.
- Attend telephone calls and transfer to the right person.
- Preparation of orders as per the instruction as well as quotation to assist purchase and sales team respectively.
- Cross checking of sales invoice, Delivery note with relevant documents.
- To documents/ record information, maintain files, process all paper work & to perform day to day administrative tasks.
- Scheduling and confirming appointments for the managements.
- Tender/inquires preparation, reporting & typing correspondence.
- Knowledge of applying students various scholarships.
- Knowledge of BTech Admission work procedures.
- Carrier Guidance Program Coordination.
- KTU & Kerala University Exam Cell works.
- Online Services (Edistrict, University online works, Scholarships, Revenue Dept, Registration Dept, etc).
- Day To Day Cash Accounting.
- Estimate preparation and handling of various administrative related works.
- Tracking and handing of college buses both paper works and other works.

DECLARATION

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

Place : Kilimanoor

Date :22/01/2022

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