



**Rajeev.P**

**Cont No: +91-9497181135.**

**Email: [rajpakkattil@gmail.com](mailto:rajpakkattil@gmail.com)**

---

**Ambady, PNRA-G 13, Priyadarsini Nagar, Pongummoodu, Tvm-11**

### **Objective**

To join your esteemed organization as Accounts/Administrative Professional that provides learning and interacting environment to the best of my knowledge and skills.

### **Summary of Experience**

- Presently Working in The Trivandrum Scottish School as Administrator from February 2019 onwards.
- Worked as as Office Admin/ Front Office in Ranksurge Learning Pvt Ltd (Joint venture of Bansal Classes, Kota) from November 2017 To January 2019
- Worked as Operations Manager in a Nanoos Group from October 2016 to March 2017.
- Worked as Office Admin in Achariya Techno Solutions India Pvt Ltd, Trivandrum for two & Half Years.
- Worked as Admin Executive in Sai BPO Services Ltd. Trivandrum
- Worked as Accounts officer in Apple A day Properties Pvt Ltd, Kochi for two & Half year
- Worked as Sr. Accounts Assistant in Asianet Satellite Communications Ltd For four years
- Worked in a leading private university Accounts Executive for three years
- Worked as Accounts Officer in a leading finance company for two years
- About 5 years of family business experience in retail distribution of consumer products

### **Computer Skills**

Windows, Linux, MS Office, Tally-ERP 9.

### **Academics Qualifications**

**Bachelor of Commerce (B Com)**

**June 1996**

University of Calicut

India

Major – Business, Finance

**Diploma in Computer Applications**

**May 1998**

NIIT, Trichur

India

### Professional Experience

- **Administrator** **The Trivandrum Scottish School**  
**(An CBSE School in Trivandrum)**
- **Office Admin/ Front Office** **November 2017 to January 2019**  
**(Ranksurge Learning Pvt Ltd – A joint Venture of Bansal Classes, Kotta)**  

**(Job profile:** All administration activities, coordinating with new customers for admissions, fee dues collections, updating of petty cash expenses, preparation of daily reports.
- **Office Admin** **March 2014 to Aug 2016**  
**Acharya Techno Solutions India Pvt Ltd (An ISO 9001:2008 certified telecom VAS organization)**  

**(Job profile:** In charge of Housekeeping Management, Legal activities, Guest House Management, Assets Management, Office vehicle management, **Co-ordination** for conducting events, Expense controlling, petty cash expenses, Day book and ledger accounts preparation and Bank reconciliation.)
- **Admin/Accounts Executive** **Jan 2012 to June 2013**  
**Sai BPO Services Ltd (An ISO 9001:2008 certified organization)**  

**(Job Profile:** Administration Activities like Housekeeping Management, Vehicle Management, Hostel and guest house management, Assets management, Petty cash maintenance, maintaining of Day book and ledger book, Bank reconciliation, Foreign and domestic Client Management, management of statutory requirements, meeting of legislative requirements, Staff Management, Preparation of monthly budget, and giving support to production team and marketing team)
- **Accounts Officer**  
**Apple A Day Properties Pvt Ltd** **Jan 2009 to Aug 2011**  

**(Job profile:** Maintenance of Customer accounts and day to day maintenance of day book , ledger books, cash book, and Bank reconciliation statement etc in Tally and finalization of accounts)

- **Sr. Accounts Assistant** **July 2005 to Jan 2009**

**Asianet Satellite communications Ltd.**

( **Job Profile:** Handling of Day to day cash transactions and receiving collection from the customers and entering the subscription amount into respective accounts and calculation of employees salary payments and finalization of accounts. Co ordination with franchisees regarding collection and updating their accounts. The accounts are maintained in Tally also)

- **Accounts Executive** **Jan 2003 – July 2005**

ICFAI University

- **Accounts officer** **Jan 01 –Dec 02**

MonyPlus Financial Markets

- **Proprietor** **Oct 95 – Jan-01**

Sreeranjini Agencies

<b>Personal Profile</b>	
-------------------------	--

<b>Permanent Address</b>	:	"Ambady", PNRA.G-13 Priyadarsini Nagar, Pongummoodu, Medical College PO Trivandrum-695 011
<b>Date of Birth</b>	:	28 <sup>th</sup> October 1975
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	English, Malayalam, Hindi
<b>Extracurricular Activity</b>	:	Singing. Done devotional concerts

**Declaration**

I do hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

**Place:** Trivandrum

**Date:**

**RAJEEV.P**

**References:** Available upon Request