

# **RESUME**

**RAJAN BALKRISHNA NAIR**  
**254, MAWLI HOUSE,**  
**WARIN PADA, KHAR (W),**  
**MUMBAI – 400052**  
**9967072410**

## **CAREER OBJECTIVE**

- To expand and utilize my knowledge in the best interest of the organization and self
- Looking forward to join progressive organization offering challenging environment and all around growth.

## **ACADEMICS**

- Passed CA-IPCC/ATC (Accounts Technician Course) Examination in November 2013.
- Passed T.Y.B.Com Examination in March 2012 with 75.71%.
- Passed CA-CPT (Entrance) Examination in December 2011.
- Passed H.S.C Examination in March 2005 with 51.33%.
- Passed S.S.C Examination in March 2003 with 54.26%.

## **TECHNICAL SKILL**

- Knowledge about preparing & uploading GSTR 1, GSTR 3B, GSTR 4
- Knowledge about Windows Vista, Windows XP and Windows 98.
- Knowledge about MS Office (Word, Excel, Power Point) and Internet Explorer.
- Completed ITT (Information Technology Training) from ICAI.
- Completed Orientation Programme from ICAI.
- English Typing Speed 30 W.P.M (Words Per Minute).
- Knowledge about Tally 5.4 Version, Tally 7.2 Version and Tally ERP9.
- Maintaining Petty Cash Book.
- Maintaining Debtors and Creditors outstanding monthly statement.
- Knowledge about Income Tax Audit.
- Knowledge about TDS.
- Preparing Income Tax Returns.
- Preparing Sales Tax Returns such as Form 231 (VAT) & Form IIIE (CST).
- Passing Sales, Purchase, Payment, Receipt & Journal Entries in Tally.
- Maintaining Bank Book and Reconciliation Statement.

## WORK EXPERIENCE

- **Organization** : Shrilekha Trading Pvt Ltd
- **Designation** : Accounts Executive
- **Period** : From December 2020 till date.
  
- **Organization** : Navrang Dyeing Pvt Ltd
- **Designation** : Accountant.
- **Period** : From August 2017 till December 2020
  
- **Organization** : Mehta Kothari & Co. (Chartered Accountants Firm)
- **Designation** : Article Trainee.
- **Period** : From March 2014 till March 2017.
  
- **Organization** : Synergia Life Sciences Pvt Ltd.
- **Designation** : Accounts Assistant.
- **Period** : From December 2013 – February 2014 (3 Months).
  
- **Organization** : Pretty Petals (Flowers Shop).
- **Designation** : Jr. Accountant.
- **Period** : From July 2006 – February 2011 (4 Years 7 Months).

## PERSONAL PROFILE

**Name** : Rajan Balkrishna Nair.  
**Date of Birth** : 29<sup>th</sup> Nov, 1986.  
**Contact No.** : 9967072410.  
**E-Mail ID** : [rajan.nair86@live.com](mailto:rajan.nair86@live.com)  
**Gender** : Male.  
**Marital Status** : Single.  
**Nationality** : Indian.  
**Languages Known** : English, Hindi and Marathi.

## DECLARATION

I hereby declare that all statements made above are true and fair to best of my knowledge and belief.

**PLACE** : MUMBAI

Yours Faithfully,

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(MR. RAJAN BALKRISHNA NAIR)