



RAHUL K G

PROFESSIONAL SUMMARY

With a background as an accomplished accountant, I specialize in financial management, analysis, and reporting, ensuring compliance and optimizing performance. My proficiency includes budgeting, forecasting, and auditing, driving strategic decision-making. Additionally, coursework in logistics has provided me with expertise in supply chain management, inventory control, and transportation logistics. Merging analytical skills and problem-solving abilities, I efficiently identify inefficiencies and implement cost-saving measures to enhance operational effectiveness. Eager to leverage my combined expertise in accounting and logistics to drive success within your organization.

WORK EXPERIENCE

› ACCOUNTANT (2023-2024) DHRUVENI ENTERPRISES, WAYANAD, KERALA

- Maintained accurate financial records, ledgers, and accounts.
- Collaborated on budget development, financial forecasting, and analysis.
- Conducted detailed analysis to inform strategic decision-making.
- Ensured adherence to tax laws, prepared tax returns, and implemented tax-saving strategies.
- Prepared schedules and addressed findings for internal and external audits.
- Worked collaboratively across departments to align financial goals and provide support.

› BILLING EXECUTIVE & ACCOUNTANT (2022-2023) MCP FOODS, THRISSUR, KERALA

- Efficiently handled invoicing and billing processes.
- Managed payments, maintained accurate records.
- Generated reports for monitoring billing performance.
- Addressed inquiries, resolved disputes promptly.
- Conducted reconciliations, managed transactions accurately.
- Worked with cross-functional teams for smooth operations.

CONTACT

- 9400136778
- rahulkg321@gmail.com
- Kalluparambil House
Payyampally P O
Thanikkal, Mananthavady
Wayanad (dist), Kerala
Pin-670646

PERSONAL DETAILS

- Date of Birth : 17-03-1999
- Marital Status : Unmarried
- Nationality : Indian

EDUCATION

- PGDM in Logistics and Supply Chain Management | 2021
Techshore Institute Kochi
- B.Com Co- Operation | 2020
Kannur University
- Higher Secondary (Commerce) | 2016
HSE Board Kerala
- SSLC | 2014
Public Examination Board Kerala

COMPUTER PROFICIENCY

- Fully conversant with MS Office
- Tally
- GST and Taxation
- Excellent Typing skills in English
- Internet(e-mail & web) awareness
- Excel
- Marg Erp
- Ms word
- Ms Office

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

➤ **BPO PROCESS (2021-2022)**
CONDUENT BUSINESS SERVICES, BANGALORE

- Provided prompt and professional assistance via phone, email, and chat.
- Maintained accurate customer records with confidentiality and integrity.
- Efficiently managed orders and returns, ensuring accuracy and timeliness.
- Helped customers resolve technical issues effectively and efficiently.
- Assisted sales teams by providing detailed product information and facilitating order placement.
- Maintained meticulous records and generated insightful reports for analysis and decision-making.

➤ **GST & TAX CONSULTANCY OFFICE (2020-2021)**
GREENCARE ACCOUNTING SOLUTION, WAYANAD, KERALA

- Provided expert guidance on GST registration, filing, and compliance.
- Offered personalized advice to minimize tax liabilities and maximize benefits.
- Conducted in-depth analysis to optimize tax benefits and mitigate risks.
- Developed tailored strategies for tax optimization and mitigation.
- Assisted clients during tax audits with thorough documentation and representation.
- Fostered strong client relationships by delivering proactive tax advice and personalized service.

SKILLS

- Financial Reporting
- Budgeting and Forecasting
- Account Reconciliation
- Taxation Knowledge
- Auditing Skills
- Analytical Thinking

SOFT SKILLS

- Communication
- Teamwork
- Leadership
- Interpersonal Skill
- Computer Knowledge
- Time Management