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**KRISHNA RAJEEV**



Dubai, UAE

krishnarajeevedat123@gmail.com

+971 503148404

**PROFESSIONAL SUMMARY**

**EDUCATION**

Experienced professional skilled in both transportation coordination and accounting. Proficient in managing school transportation services, ensuring timely student pickup and drop-off, overseeing vehicle maintenance, and optimizing routes. Capable of addressing client inquiries, ensuring compliance with safety and regulatory standards, and maintaining accurate records. In accounting, experienced in financial record-keeping, reconciliation, and reporting, with a strong ability to handle transactions, prepare financial statements, and support audit processes. Demonstrates strong organizational and analytical skills, committed to accuracy and efficiency.

**BACHELOR OF COMMERCE IN BANKING & FINANCE**

* Capital University India

**HIGHER SECONDARY**

* Board of Higher Secondary Examination, Kerala, India

**2022**

**2017**

 **SKILLS**

**COMPUTER PROFICIENCY**

* MS Office (Word, Excel, PowerPoint)
* Tally ERP
* Internet – Web Browsers
* Data Entry
* Windows
* Google Workspace

**Cost Accounting**

**Team work**

**Payroll Processing**

**Inventory Accounting**

**Invoice Processing**

**Internal Audits**

**Expense Tracking**

**Bank Reconciliation**

**Financial Reporting**

**Financial Analysis**

**QuickBooks**

**WORK EXPERIENCE**

**TRANSPORT COORDINATOR | 01 July 2024 – Present**

**Bright Rider passenger Transport rented buses LLC**

**DUBAI INTERNATIONAL SCHOOL AL QOUZ**

**KEY RESPONSIBILITIES**

* Schedule and manage school transportation services for timely student pickup and drop-off.
* Oversee bus maintenance and ensure vehicle safety standards.
* Assign routes to drivers and monitor adherence to schedules.
* Address and resolve transportation-related issues and parent inquiries.
* Ensure compliance with school policies and transportation regulations.
* Track and report on transportation performance and efficiency.
* Optimize routes to improve efficiency and reduce travel time.
* Collaborate with school staff and parents to meet transportation needs.
* Maintain accurate records of transportation activities and vehicle maintenance.
* Implement safety procedures to ensure the safety of students and drivers.

**PERSONAL STRENGTHS**

* **DETAIL-ORIENTED**: Ensures accuracy in financial records and reporting.
* **ANALYTICAL SKILLS**: Identifies trends and discrepancies in financial data.
* **ORGANIZATIONAL ABILITY**: Manages multiple accounting tasks efficiently.
* **FINANCIAL COMPLIANCE**: Ensures adherence to tax regulations and GST filings.
* **PROBLEM-SOLVING**: Addresses and corrects financial discrepancies promptly.

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* Well versed with the Logistics Software (Focus and royal imbex)
* Intermediate level knowledge of the Microsoft Office Suite

 (Word, Excel & power point)

* E-mail
* Internet Communication

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Mob: +91 9847024322 Email: sharafutk222@gmail.com Location: Kozhikode, Kerala, India

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**JUNIOR ACCOUNTANT| Feb 2022 to May 2024**

**KALLARACKALS GOLD PARK PVT LTD – INDIA**

**KEY RESPONSIBILITIES**

* Managed day-to-day accounting tasks, including bookkeeping, invoicing, and financial transactions.
* Prepared and maintained financial statements such as balance sheets, profit & loss statements, and cash flow reports.
* Assisted in budget preparation, financial forecasting, and variance analysis.
* Handled accounts payable and receivable, ensuring timely payment processing and collections.
* Conducted bank reconciliations and monitored cash flow to maintain accurate financial records.
* Processed GST filings, tax returns, and ensured compliance with local tax regulations.
* Maintained accurate records of inventory, stock valuation, and cost accounting.
* Assisted with internal audits, providing support for financial reviews and control checks.
* Coordinated with vendors and clients to resolve billing discrepancies and payment issues.
* Utilized accounting software (e.g., Tally) for data entry, financial reporting, and account management.
* Conducted bank reconciliations and monitored cash flow to maintain accurate financial records.
* Processed GST filings, tax returns, and ensured compliance with local tax regulations.
* Maintained accurate records of inventory, stock valuation, and cost accounting.
* Assisted with internal audits, providing support for financial reviews and control checks.
* Coordinated with vendors and clients to resolve billing discrepancies and payment issues.
* Utilized accounting software (e.g., Tally) for data entry, financial reporting, and account management.

**REFERENCE**

* Available upon request

**INTERESTS**

Songs

Travelling

Reading

DRAFT

**PERSONAL DOSSIER**

Gender : Female

Date of Birth : 28/12/1999

Nationality : Indian

Marital Status : Married

Current Address : Burjman

Visa Status : Visit Visa

Date Of Expiry : 24-11-2024

**DECLARATION**

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

 **KRISHNA RAJEEV**

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