

Rajesh Kumar Singh

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Professional Summary

Highly organized and self-motivated BBA graduate seeking a challenging job opportunity with a reputed UAE based company. Knowledge and understanding of various office equipment and tools as well as accounting and financing procedures with work experience as a junior accountant.

Work Experience

Imperial Securities Company Pvt. Ltd. - Kathmandu, Nepal
Junior Accountant

June 2020 - May 2023

- Collaborating closely with accounting team members to solve various problems.
- Updating daily financial transaction records via accounting software.
- Assisting senior accountant in the preparation of quarterly/yearly closing.
- Analyzing any account receivable or payable issues to develop logical solutions.
- Reconciling company bank account to verify payments.
- Maintaining all accounting records and files updated.

Highlights

- Written and verbal communication
- Critical thinking and problem solving
- Recordkeeping and maintenance
- Office administration
- Attention to detail
- Customer service
- Teamwork
- Time management
- Active listening
- Computer skills

Education

Bachelor of Business Administration (BBA)

Pokhara University, Nepal

September 2016 - June 2021, 3.60 CGPA

Personal Information:

Date of Birth	:	15-06-1998
Gender	:	Male
Religion	:	Hinduism
Nationality	:	Nepalese
Marital Status	:	Married
Language	:	English, Hindi
Visa Type	:	Visit Visa

Declaration

All the information provided in this document is true to the best of my knowledge. I understand that anything found false may be punishable by law. I understand that this document may be investigated any time without my knowledge.