



HABEEB RAHMAN

Junior Accountant

CONTACT

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📍 DUBAI, UAE

TECHNICAL

- TALLY
- PEACH TREE
- QUICK OOK
- MS EXCEL/OFFICE
- MANUAL ACCOUNTING
- CASH HANDLING AND MANAGEMENT
- TAXES & GST
- SOCIAL MEDIA KNOWLEDGE
- TRADEASY

INTEREST

- JUNIOR ACCOUNTANT
- ASSISTANT ACCOUNTANT
- OFFICE ADMINISTRATOR
- ACCOUNT SUPERVISOR

PERSONAL INFORMATION

FATHER'S NAME : ABDUL KAREEM

DATE OF BIRTH : 06-04-1996

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, HINDI,
MALAYALAM,
TAMIL.

MARITAL STATUS : SINGLE

PASSPORT No : U4083354

VALID TILL : 07/01/2023

VISA STATUS : VISIT VISA

VALID TILL : 5 MAY 2022

PROFESSIONAL SUMMARY

- Worked as Junior Accountant at United Stone LLP, Calicut for 2 and half years of experience in finalization of book of account-ing, Accounts Payable and Recievable, Monthly GST summary, Manual Accounting,prepration of Purchase and sales invoices.
- Proficient in Tally, Tradeasy, Ms-Excel, Peach Tree, Quickbook, Preparing of ledger books, Monthly closing of Accounts.
- Establish a working relationship with banker, suppliers and workers.

WORK EXPERIENCE

UNITED STONES LLP TRADING CALICUT

[2019 - 2021]

- Invoices, followed up with vendors and resolved discrepancies in a timely manner.
- Performed bank, stock and system reconciliation on a month-ly basis to reconcile errors on a timely basis.
- Posted journal entries on a monthly basis to ensure all busi-ness transactions are recorded.
- Assisted Senior Accountants in preparation of monthly/yearly closing.
- Preparing E-way bill in GST sites.
- Preparation of balance sheets, income statements and other financial statements accounts according to legal and compa-ny accounting and financial guidelines.
- Managed working capital by monitoring the accounts receiv-able balances and credit days as per the aging analysis.
- Preparing inter-company invoices and allocating under proper accounts

EDUCATION

2018 - 2019

SREE SANKARACHARYA INSTITUTE
VADAKARA.

VIBES MANUAL & COMPUTERISED
ACCOUNTING AND VIBES
LOGISTICS

2014 - 2017

MALABAR COLLEGE OF ARTS &
SCIENCE, MOODADI, CALICUT
BACHELOR' OF COMMERCE
[FINANCE]