



MOHAMED RAFIA

**Cost and Management
Accountant**



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ACADEMIC HISTORY

CMA (ICWAI) - 2020

ICMAI (INSTITUTE OF COST
AND MANAGEMENT
ACCOUNTANTS OF
INDIA)

B.COM (FINANCE) - 2020

IGNOU (INDIRA GANDHI
NATIONAL OPEN
UNIVERSITY)

LANGUAGES KNOWS

- English.
- Malayalam.
- Tamil.
- Hindi.
- Arabic.

CAREER OBJECTIVES

I am finance professional with about 4 year and 10 month hands - on experience in accounting and financial management. Looking forward to work with an organization, which will enhance my present skills finance to higher levels. Since I have a strong footprint in the industry and confident to take any significant tasks and responsibilities which add values to the organization as well as my career.

WORK EXPERIENCES

ACCOUNTS EXECUTIVE

03/ 2017 - 12/ 2021

HENA PURIFIED WATER
TAMIL NADU, INDIA.

- Prepared monthly reports, including payment and account reconciliations and financial statements.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Prepared documents, reports and presentations for board members using advanced software proficiencies.
- Being part of price fixation of mineral water.
- Managed payroll operations for the team of 14 employees.

ACCOUNTANT

01/ 2016- 01/ 2017

GREEN DOME MODULAR FURNITURE.
KERALA, INDIA.

- Document financial transactions by entering account information.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Reconcile financial discrepancies by collecting and analyzing accounting information.
- E-WAY bill generation.

AREAS OF EXPERTISE

- Financial accounting
- Cost Accounting
- Ratio analysis
- Auditing(cost audit, internal audit & stock audit)
- Company accounting
- Business valuation & performance management
- Corporate laws & ethics
- Income Tax.
- GST (Goods and Services Tax)

SOFTWARE & TOOLS

- MS – Excel.
- MS – Office.
- Tally ERP9.
- Share Acc.

PERSONAL INFORMATION

Father's Name : Kunheedu

Date of Birth : 23/10/1996

Sex : Male

Nationality : Indian

Religion : Islam

Marital Status: Single

Passport No : M2665655

PERSONAL SKILLS & STRENGTH

- Have a positive and professional skill.
- Flexibility and adaptable.
- Ability to create teams and partnership.
- Good analytical and logical skill.
- Excellent computer knowledge.
- Ability to prioritize tasks and react to changing priorities.
- Ability to analyze data and understand connection.
- Business development.
- Organization capacity.
- Operability and commitment
- Resistance to stress.
- Decision making.
- Good manners.

CERTIFICATION

❖ **ALL INDIA 14TH RANK and ALL KERALA 3RD RANK in CMA Intermediate.**
(ICMAI – 2017)

❖ **CERTIFICATE IN INFORMATION SYSTEM FOR COST AND MANAGEMENT. ACCOUNTING.**

DECLARATION

I hereby declare that above mentioned information are accurate, reliable and up to date.

Date:

Place:

MOHAMED RAFIA