



MUHAMMED RAFI V K

ACCOUNTANT/ADMINISTRATION

Address

Dubai
United Arab Emirates
Mobile: 050 8306539
Mhdrafi8711@gmail.com

PERSONAL INFORMATION

Nationality : Indian
Gender : Male
Civil Status : Single
Date of Birth : 05/03/1998
Visa status : Visit Visa (Up to April 14)
Passport No : T 8653866
Expiry : 24/10/2029

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam

Accounting Software Skills

- ❖ Tally ERP9
- ❖ Peachtree
- ❖ QuickBooks

PROFESSIONAL SUMMARY

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CORE QUALIFICATION

- ❖ Ability to work any types of Accounting software
- ❖ Integrity, Fearlessness,
- ❖ Command of both technology and finance issues
- ❖ Respectful to Others.
- ❖ Fair and Kind.
- ❖ Influential in Core Areas.
- ❖ Willing to Delegate.

WORKING EXPERIENCE

1. Accountant General - Anugraha Traders, Vatakara - Kerala INDIA (June 2020 to November 2021)

Job Role:

- ❖ Analyze and forecast financial requirements for organization.
- ❖ Monitor and implement all accounts payable check activation and wire transactions.
- ❖ Assist departments in account reconciliation process on monthly basis.
- ❖ Monitor authorized account reconciliation process.
- ❖ Administer all bank transactions and oversee data recording procedures monthly.
- ❖ Provide support to auxiliary schedules for auditing purposes as per assigned work.
- ❖ Analyze different general ledger accounts regularly.
- ❖ Prepare journal entries and synthesize common ledger for subsidiary accounts.
- ❖ Collate bank statements on monthly basis.
- ❖ Provide support to safe keeping of internal expenses in company.
- ❖ Monitor account reconciliation, tax and calculations inclusive of cost accounting plus factory data recording processes.

2. Accountant Assistant - Sree Lakshmi Associates, Vatakara - Kerala, INDIA (July 2019 to May 2020)

Job Role:

- ❖ Providing support to the Accounting Department.
- ❖ Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- ❖ Handling communications with clients and vendors via phone, email, and in-person.
- ❖ Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- ❖ Preparing financial reports.
- ❖ Assisting with audits, fact checks, and resolving discrepancies

SKILLS

- ❖ Individual, skilled in problem solving
- ❖ Responsible, efficient with an excellent work ethics
- ❖ Excellent interpersonal and communication skills.
- ❖ Proven ability to work under pressured environment with less supervision. Motivated and hardworking

COMPUTER SKILLS

- ❖ Proficiency in MS Office (Word, Excel & PowerPoint)
- ❖ Tally ERP 9.
- ❖ Typing Speed

EDUCATION

- ❖ **Bachelor of Commerce (B.Com)**
University of Calicut – Kerala, India (2015 – 2018)
- ❖ **Higher Secondary School Certificate (H.S.C)**
Board of Higher Secondary Education Govt. of Kerala – India (2013 – 2015)
- ❖ **Secondary School Leaving Certificate (S.S.L.C)**
Board of Secondary & Public Education Govt. of Kerala – India (2013)

CERTIFIED COURSES

- ❖ **Professional Diploma in Computerized Financial Accounting – PDCFA**
Specialized in Tally ERP9, MS Office, Peachtree and QuickBooks

DECLARATION

I hereby declare that the above details are true to the best of my knowledge and belief
I undertake to produce the appropriate documents on request.

Muhammed Rafi V K