



MUHAMMED RAFI.K

ACCOUNTANT

Detail-oriented, efficient and organized professional with 17+ years of experience in accounting and financial systems. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Able to communicate effectively with a team and very keen to develop more professional skills to contribute for the growth and development of the organization.

Contact



**Kottilil House, Vattamkulam,
Malappuram, Kerala**



sirafi456@gmail.com



+91-9645025794

Skills

Analysing the Data	<div><div></div></div>
Time Management	<div><div></div></div>
Critical Thinking	<div><div></div></div>
Communication	<div><div></div></div>
Problem solving skills	<div><div></div></div>
Teamwork	<div><div></div></div>
Good interpersonal skill	<div><div></div></div>
Great eye for detail	<div><div></div></div>

Technical Skills

- Tally Erp9
- MS Office
- QuickBooks
- FrontPage
- Email Management

Work Experience

Accountant & Assistant Br. Manager

NewGrand Mart Trading co. Qatar | Nov 2007 - Jun 2022

Accounts Assistant cum computer operator

Tony & Tony Business Consultant .Kerala-India | 1 Year

Accounts Assistant cum computer operator

Asian Hypermarket .Kerala-India | 1 Year

Job Duties & Responsibilities

- Preparing monthly statements and supplier payment ledger
- Checking and entering the all purchase bills and sales bills
- Posting of all petty cash and banking transaction
- Reconciliation of Bank, supplier, customer statements and intercompany transaction
- Maintaining manual day book and petty cashbook in daily wise
- Proper follow up for Accounts receivables and management of accounts payable
- Documentation and proper management of bills.
- Ensure the company policies and standards follows.
- Assisting with research, filling, data entry, and recording and maintaining accurate and complete financial records.
- Preparing the balance sheet of the company.
- Monitoring the cashiers.
- Prepare Trial balance and trading profit & loss accounts
- Finalization of Accounts.
- Preparation of Journal voucher
- Checking the staffs attendance on Punching machine
- Managing the staffs food& accommodation
- Prepare quotations and invoices.

Personal Info

Date of Birth : 24/06/1984
Marital Status : Married
Religion : Islam
Nationality : Indian
Driving License : Qatar & Indian

Languages Known

English ★★★★★
Arabic ★★★★★
Hindi ★★★★★
Tamil ★★★★★
Malayalam ★★★★★

Hobbies & Interests



Travel



Organizing &
Arranging



Reading



Sports

Education

Bachelor of Commerce | **2005**
Calicut University, Kerala, India

Higher Secondary | **2002**
Kerala State Board, India

High School | **2000**
Kerala State Board, India

Certified Courses

- Tally and foreign accounting from Tony & Tony Business Consultants, Trissur, Kerala
- DISM from APTECH Computer Education-Kerala -India

Area of Competency

- General Accounting.
- Accounting in ERP environment.
- Payable / Receivable Accounting.
- Reporting / Documentation
- Inventory Control
- Ability to chalk out plans and ability to give them the shape of reality
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Prepare invoices, reports, memos, letters, and other documents
- Quick adaptability to new technology & team spirit.
- Ability to adapt different environment.
- Maintaining better Communication with Bank, Suppliers and Clients for ease of operations.

References

- Jabir Manager
Manager
Sales & Operations
Najma Firdous Trading Co.
Doha- Qatar
Phone : +974-33151479
- Naser Pk
Zonal Manager
New Grand Mart Trading Co.
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