

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



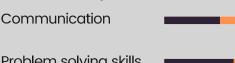
+91-9645025794

Skills

Analysing the Data

Time Management

Critical Thinking



Problem solving skills

Teamwork

Good interpersonal skill I

Great eye for detail



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.

Doha- Qatar

Phone: +974-50655458