



# MOHAMMED RAQIB

ACCOUNTANT

## Information

Phone :  
0588322479

Email:  
Mohammedraqib1352001@gmail.com

Address:  
Deira , Dubai , UAE

Driving License:  
Driving License Holder - India

About me:  
Birth : 13 MAY 2001  
Marital Status : Single

## Education

SHREE DEVI COLLEGE - 2022  
B. COM - 61.48%

YENENOYA PU COLLEGE-2019  
12TH - 65.33%

ST. JOSEPH - 2017 (KSEEB)  
10TH - 63.20%

## Language

- English
- Hindi
- Kannada
- Tulu

## PROFILE

To gain professional experience in organization where i can utilize and improve my skill to build a successful career along with company's growth. , I'm eager to apply my extensive experience to a dynamic team and achieve business success.

## Experience

### Bilal Associates (Auditor and Tax Practitioner), India Accountant and Auditor (10/2022 - 05/2024)

- Accurate Record Keeping: Maintain precise financial records, including ledgers and statements.
- Thorough Reporting: Create financial reports like balance sheets and income statements.
- Financial Planning Support: Aid in budget development and forecasting.
- Audit Readiness: Prepare records for external audits, ensuring compliance with standards and tax regulations using accounting software.
- Managing full cycle accounts payable functions including maintaining the vendor relation and creating daily reports. Utilized excel, prepare a monthly list of all payable transactions to submit to the owner for review.
- Providing quality service by furnishing the accurate rate information, researching, resolving issues and providing all necessary assistance on timely basis.

## CERTIFICATION & TECHNICAL SKILL

- Completed warehouse Management in Logistics & Supply Chain course via Udemy -December 2023.
- Certified in MS Office - MS Word, MS Excel, MS PowerPoint.
- Certified in Tally.

## Skills

Creative Thinking, Computer literacy, Time management, Interpersonal skills, Strong Communication, Business Development and Strategy, Market Research Adroit, CRM Expertise and Innovative