



IBAAD RAFIQUE FAKIH

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Address : Al Murar Deira, Dubai

PERSONAL DETAILS

Date of birth
19-11-2000

Gender
Male

Marital Status
Unmarried

Nationality
India

Passport No.
W1651701

Visa Status
Visit Visa
Dubai UAE

Languages Known
English
Urdu
Hindi
Marathi

Hobbies
Cricket, gyming & travelling

CAREER OBJECTIVE

To secure a challenging position in the fields of Sales, Logistics, Auditing, Financial analysis Maintaining stock records and taxation. Use my skills to achieve organizational goals through a spirit of co-operative team work and personal qualification by hundred percent dedication and management skills for getting efficient results.

EDUCATIONAL QUALIFICATION

B.COM (UNIVERSITY OF MUMBAI) 2019-2022
HSC (MAHARASHTRA STATE BOARD) 2018-2019
SSC (MAHARASHTRA STATE BOARD) 2016-2017

WORK EXPERIENCE

WORKED IN KAWCHALI ASSOCIATES
TAX CONSULTANT & FINANCIAL SERVICES
JULY 2022 TO JUNE 2023

- Entries in Tally.
- Entries of Journal, Payment, Receipt, Sales & Contra.
- Responsible for posting accounts payable and accounts receivable entries.
- Checked and approved payment vouchers and journal entries, maintaining accurate and up to date records all financial transaction.
- Maintaining books of accounts of clients up to finalization, trading profit & loss account & balance sheet.

WORKED IN SAMEER MEGA MART KHED, INDIA
CASHIER CUM SALES EXECUTIVE
JULY 2019 TO JUNE 2021

- Greeting customers upon entry into the store & help them find necessary store items.
- Scan product's barcode near the scanner & process payments by verifying purchases through cash and cards.
- Create detailed sales report and maintain inventory.
- Answer questions and offer product advice to customers.

COMPUTER SKILLS

- MSCIT (WORD, POWERPOINT, OUTLOOK)
- Advance Excel
- Tally
- Data Entry
- Graphic Designing : Corel Draw
- Excellent in Typing