



MOHAMMED RAFI

Senior Accountant

My Contact

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📍 Doha, Qatar

Skills

- Financial reporting and Analysis
- Corporate accounting
- Accounts Payable
- Accounts Receivable
- General Ledger.
- Payroll, WPS
- Petty Cash
- ERP Accounting
- Microsoft excel, Word, Power Point

Education Background

- University Of Calicut
Bachelor In Commerce
Completed in 2013
- Higher Secondary Board , kerala
Plus Two - Commerce
Completed in 2010

Certifications

- Diploma In Indian And Foreign Accounting
Institute Of Professional Accountants
Completed in 2015

About Me

Dedicated and detail-oriented Senior Accountant with 7 years of experience with corporate accounting and finance. Proven ability to work both as team member and independently using own initiative. Very good analytical and communication skills. Strong in problem solving and meeting deadlines. High sense of responsibility. Adapt easily new concepts and responsibilities

Professional Experience

GRAND MALL WLL ,Doha | Senior Accountant
(Shopping Malls,Hypermarkets,Restaurants and Health Care)

2018 – Present

Key responsibilities:

- Assist in Finalization of accounts and preparation of financial reports
- Monthly closing of books and preparation of MIS reports
- Preparation of various schedules and creation of Provisions (Fixed Assets,Prepayments,Employee end of Service Benefits advance/accrued income and expenses.)
- Maintain Reconciliation of bank accounts,cash,PDC,Accounts Payables and receivables.,
- Assisting with annual preparations,investigating and resolving audit findings,issue of non-compliance.

REFOC TRADING COMPANY Calicut |ACCOUNTANT
(Retail Chain Concern in kerala,India)

2017 – 2018

Key responsibilities:

- Managing Petty Cash And Keeping Proper Records
- Update And Maintain Accounting Ledgers
- Collecting Invoices And Reviewing All The Attachments With, and processing Payments
- Payroll Processing
- ESI,PF Monthly Return File
- Bank Reconciliation, Credit Card Reconciliation

AM MOTORS Malappuram | Accountant

2016– 2017

- Handling Petty Cash
- Accounts Payable
- Accounts Receivables & Collection
- Manage payroll activities and release salaries.
- Sales Invoicing
- job card Preparation