



Mohamed Rajeeb VP

Accountant

Experienced **Accountant cum Data Entry Operator** with a Diploma in International Financial Accounting and a BCom with a focus on Cooperation. Known for attention to detail, strong analytical abilities, and efficient time management. Seeking a position as an Accountant or Accountant Assistant to leverage my expertise and contribute to the financial success of an organization.



mohamedrajeebvp@gmail.com



05655 68231



Hor Al Anz - 2, Abu Hail, Dubai



29 July, 1996



WORK EXPERIENCE

Assistant Accountant cum Data Entry Operator Western International LLC. (Nesto Hypermarket, Oman)

07/2019 - 06/2023

Oman

Duties and Responsibilities

- Accurately input financial data into accounting software and spreadsheets, ensuring completeness and correctness.
- Maintain organized and up-to-date records of financial transactions, including invoices, receipts, and payments.
- Assist in processing accounts payable and receivable, including verifying, coding, and posting transactions.
- Perform bank reconciliations by comparing bank statements with ledger entries to ensure consistency and accuracy.
- Prepare and process expense reports, ensuring proper documentation and adherence to company policies.
- Assist in generating financial reports, such as balance sheets, income statements, and cash flow statements, for review by senior accountants or management.
- Support internal and external audit processes by providing necessary documentation and information.
- Verify the accuracy of data entered into accounting systems, identifying and correcting any discrepancies.

Billing Staff Galaxy Hypermarket, Kuttipuram

2018 - 2019

Kerala, India

Achievements/Tasks

- Greet and assist customers with their purchases, ensuring a pleasant shopping experience.
- Accurately process customer transactions using point-of-sale (POS) systems, including scanning items, applying discounts, and handling returns.
- Manage cash, credit card, and digital payments, ensuring accurate and secure handling of all transactions.
- Verify prices and discounts, ensuring all items are billed correctly and resolving any discrepancies.
- Provide customers with detailed receipts and explain any promotions or offers applied to their purchase.
- Track and report inventory levels at the billing counter, alerting management to low stock or discrepancies.



SKILLS

Financial Reporting

Data Entry

Accounts Payable

Accounts Receivable

Invoicing

Inventory

Attention to Detail

Time Management

Analytical Skills

Purchase



AREAS OF INTEREST

- Accountant
- Administration
- Data Entry Operator
- Assistant Accountant



TECHNICAL SKILLS

ERP Software

Tally | SAP

MS Office

Word | Excel | PowerPoint



PERSONAL DETAILS

Nationality : Indian

Gender : Male

Marital Status : Married

Passport no. : N7526042



EDUCATION

Diploma in International Financial Accounting (DIFA)

ISIT Computer College, Tirur

2016 - 2017

Kerala, India

BCom with Co-operation

University of Calicut

2013 - 2016

Kerala, India

Higher Secondary

Board of Higher Secondary Education, Kerala

2011 - 2013

Kerala, India

Secondary

Public Examination Board, Kerala

2010 - 2011

Kerala, India



REFERENCES

- References are available upon request.



STRENGTH AND QUALITIES

- Commercial Awareness.
- Teamworking Skills.
- Caring about other people.
- Collaborating and working well together with others.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Comforting people when they need it.



DECLARATION

I hereby declare that the information given here with is correct to my knowledge and I will responsible for any discrepancy.



PERSONAL DETAILS

Date of Issue : 18/02/2016

Date of Expiry : 17/02/2026

Place of Issue : Malappuram

Visa status : Visit Visa

Date of Expiry : 06/07/2024



LANGUAGES KNOWN

English



Malayalam



Hindi



Arabic



HOBBIES & INTERESTS



Reading



Sports



Travel