



KIRAN RK

Accountant, Admin,
Receptionist, Security, Customer
Service, Billing and Cashier

Contact

- +971586286548
- kiranrk916@gmail.com
- Dubai
Kerala, Indian

Other Info

Skills

Tally erp9, MS word, MS excel,
Computer knowledge

Languages

English, Hindi, Malayalam,
Tamil, Kannada

Interest

Music, Travelling, Riding,
Adventure sports



Experience

Sep 2021 -
Aug 2022

Al Fajer Facilities Management LLC | Receptionist(Security Guard)

Greeting visitors, helping them navigate through an office and maintaining calendars for appointments, sort mail, make copies, and plan travel arrangements.

Feb 2019 -
Aug 2021

Admin Cum Account Assistant(Security Guard) | Al Fajer Facilities Management

Provides office support to either an individual or team and is vital for the smooth-running of a business.

May 2017 -
Feb 2019

FirePro Systems Pvt Ltd | Accountant

Responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.

Jun 2014 - Jan
2017

Thampuram Jewellery | Billing/Cashier/Sales/Customer Service



Education

2014 - 2017

Madurai Kamaraj University | Bcom- Accounting and Finance