



## PROFILE INFO

Contribute a dynamic and growing organization where my strong analytical and interpersonal skills and hard work will have will significant impact the optimal position will provide professional growth and opportunities to contribute

# MUHAMMED RAHEEM M K

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**Address**

ind 17-muwailah, sharjah,Uae

## PERSONAL DETAILS

- Father name : Moideen kutty
- Mother name : Ayisha
- Passport no : U6369797
- Gender : Male
- Date of birth : 24/04/1997
- Religion : Islam
- Marital status : Married
- Blood group : O +ve

## LANGUAGE SKILLS

English



Hindi



Malayalam



## CERTIFICATIONS

- Microsoft office suit
- Tally
- Peach tree
- Hardware and networking
- Ccna
- Ccnp

## WORK EXPERIENCE

**AUG 2022  
STILL WORKING**

**GENERAL ACCOUNTANT**

**DANAT AL MADINAH AUTO MAINT W.SHOP  
IND-17, MUWAILAH SHARJAH-UAE**

- Making monthly statements.
- Making payment and receipt vouchers.
- Bank reconciliation.
- Job card entry
- Sales and purchase entry

**JUNE 2022  
JULY 2022**

**JUNIOR ACCOUNTANT - TRAINEE**

**ODU KALAKAS FACTORY PERFUMES LLC  
IND -2 AJMAN-UAE**

- Create production batch.
- Purchase invoices entry.
- Create sales invoices.

**JAN 2020  
DEC 2021**

**ACCOUNTANT**

**ASIAN ENTERPRISES - KERALA**

- Create sales invoices.
- Purchase invoices entry.
- Create payment and receipt vouchers.
- Bank reconciliation.

## MY EDUCATION

**JUNE 2015  
MAR 2018**

**BACHELOR OF COMMERCE  
UNIVERSITY OF CALICUT**

- Graduated in b.com -co operation  
Ideal arts and science college

**JUNE 2013  
MAR 2015**

**PLUS TWO- COMMERCE  
NATIONAL INSTITUTE OF OPEN SCHOOLING  
Classic academy ottapalam**