



# RAHEES C.H

## ACCOUNTANT & IT



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### EDUCATION

B.com – Computer Application  
**University of Calicut-2022**

Higher Secondary School  
Examination-2018

**DEPARTMENT OF HIGHER  
SECONDARY EXAMINATION**

Secondary School Leaving  
Certificate-2016

**Kerala Board of Examination**

**Diploma in Corporate Accounts  
Practitioner**

(CTDS Govt of INDIA)

- SAP Finance & Controlling (FI-CO)
- Certified Accountant (IICA.US)
- TALLY PRIME (GST&VAT)
- GOLDEN Typing Certificate
- QuickBooks
- Peachtree
- ZohoBooks

### AREA OF INTEREST

- Accounting Activities
- Sales & Purchase coordination
- Managing & Supervision
- Data Entry Specialist

### LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

### CAREER OBJECTIVES

To obtained a suitable position in a professional and dynamic organization which promises bright growth opportunities and to contribute the best of my ability for the development of the organization.

### WORK EXPERIENCE

#### A-ONE AGENCIES

**2021 – 2024**

#### Account Executive & Sales Coordinator

- Preparation of both manual and computerized accounting
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc
- Accomplished in handling Purchases and Sales activities, bill statement clearance.
- Analysis and preparation of financial statements  
Reconciliation of Bank, Debtor, Creditor and Stock
- Manage Accounts Payable and Receivable

### EXPERTISE

- Very good communication and interpersonal skills
- Ability to think through problem
- Proactive and Professional attitude
- Having Leadership qualities
- Good Consistency at work.

### TECHNICAL QUALIFICATION

- **Microsoft Office Specialist**
  - EXCEL (VLOOKUP,PIVOT TABLE etc,)
  - WORD
  - POWERPOINT
- **SAP FI-CO**
  - Consultant Level & End user Level
- **SOFTWARE**
  - INSIGHT (IBIS)
  - POLOSYS (EASYBIZ)