

RAHUL K.



Contact

Address:

**BurjNahar, Deira,
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Personal Profile

DOB: 26-01-2001

Sex: Male

Marital Status: Single

Nationality: Indian

Passport No:

U2894556

Software Skills

VIBES

TallyPrime, Peachtree

Quickbooks, Tradeasy

MSWord, MSEXcel

Languages known:

English,

Hindi

Malayalam

SUMMARY

Accountant with One year of experience in Managing the Day to Day financial transactions of a construction company. I would welcome an opportunity to consolidate and expand this quest for knowledge and in the process, develop methods and solution resulting in improved, efficient and effective work process. My academic background, leadership skills, ability to work in group and analytical skills will definitely be an additional advantage.

WORK EXPERIENCE

Accountant – Solid Builders Construction, Kerala, India(Nov2021-Dec 2022)

- Preparing and maintaining accurate financial records on a daily basis. Including balance sheets, profit and loss statements, cash flow statements.
- Analyzing financial data to identify trends and opportunities for improvement.
- Control petty cash.
- Manage the companies cash flow including cash forecasting, managing bank accounts and cash balances.
- Prepare and process employee payroll including calculating salaries, deductions and taxes.
- Work with external stakeholders such as auditors, tax authorities, bank and other financial institutions.
- Verification of inventory in accordance with existing records.
- Ensure compliance with accounting standards, company policies and procedures and other relevant regulations.

EDUCATION

VIBES (Virtual Interactive Business Experiment system2022)

Financial Accounting

Business Management

Logistics

- | | |
|--------------|--------------|
| • TallyPrime | • Peachtree |
| • MS Word | • QuickBooks |
| • MS Excel | • Tradeasy |

BA Economics (2018- 21) – Peoples Co-operative Arts and Science College, Munnad, Kannur University

Higher Secondary Education (Commerce) 2018 Govt. Higher Secondary School, Bethurpara, (Kerala)

SSLC (2016) - Govt. Higher Secondary School, Munnad (Kerala)

SKILLS

- Good Planning and organizational skills.
- The ability to motivate and lead a team.
- Excel2010, Tally Prime, MSoffice word, MS Power, Point and MSOffice Outlook.

STRENGTH

- Always have an eye on process improvements.
- Devised an efficient document control system to management the inflow of documents.
- Adapts easily to changing the environments.
- Communication & good interpersonal skill.
- Hard working and flexible.
- Time Management skills
- Self-confident.
- Efficient and energetic.
- Travelling
- Reading
- Playing Cricket

ACHIEVEMENTS

- Act as volunteer of National Service Scheme (NSS) at Govt. Higher Secondary School, Bethurpara and PCASC.
- Act as volunteer of National Service Scheme (NSS) Peoples Co-operative Arts and Science College.

I hereby declare that the above information is true to the best of my knowledge and belief.

Rahul K.