



# RAFEEQ. KK

Kadukkam Kunnath (H) Mannengode(PO) Palakkad - Kerala - India

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## Objective

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To associate with a progressive and growing organization where my skills realized and my knowledge can be enhanced for the benefit of the organization as well as my personal development

## Education

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- The Institute of Cost Accountants of India** 2013  
CMA Intermediate
- University of Calicut** 2012  
Bachelor of Commerce (B.Com)  
71%
- Higher Secondary Examination Board Kerala** 2009  
Plus Two  
79%

## Experience

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- Eetat.Com Travel and Tourism - Jeddah KSA** January 2022 - August 2023  
Branch Accountant
  - Quarterly VAT Calculation and filing
  - Managing and recording of all type of bank and cash transactions
  - Bank reconciliation
  - Managing accounts payables and receivables
  - All general accounts work
  - Preparation of Monthly P&L and performance report
  - Checking and updating statutory requirements like GOSI, Mudad payroll management system etc. as per KSA government regulations
- Akbar Travels of India PVT LTD** October 2020 - October 2021  
Accounts Executive - GCC Back Office
  - Airline reconciliation of Kuwait and Oman branches
  - BSP Reconciliation of Oman
  - Inter branch reconciliation of Kuwait and Oman branches
  - B2B reconciliation of Kuwait and Oman branches
  - VAT calculation of Oman branches
  - Assisting in Statutory Audit of Oman branches
- MET English School** May 2016 - September 2020  
Accountant
  - Managing and recording of all types of Bank and Cash transactions
  - Preparation of Monthly receipt and payment report , receivables and payables reports etc. to present in management meeting
  - Preparation of Annual reports to management
  - Payroll management
  - Assisting in Internal audit
  - Managing accoutas payables and receivables
- M Bakes** September 2015 - April 2016  
Accountant
  - Preparation of Monthly departmental sales and profitability report
  - Management of supplier payments
  - POS reconciliation

- Bank reconciliation

## Skills

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- Tally
- MS Office
- IBOSS ERP - Akbar Travels
- Travea ERP - Eeta.Com
- Ability to work in a group
- Positive attitude towards work
- Communication skill and hard working

## Languages

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- English : Read, write and speak
- Arabic : Read and write
- Hindi : Read and write
- Malayalam : Native

## Personal Details

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- Date of Birth : 10/07/1991  
Sex : Male  
Nationally : Indian  
Marital Status : Married
- Passport No: M5950919  
Date of issue : 28/01/2015  
Date of Expiry : 27/01/2025

## Deceleration

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- I Rafeeq KK here by declare that the information given above is correct to the best of my knowledge

Regards,

Rafeeq. KK