



Rakesh K

ACCOUNTANT

As a professional i worked around two years as an accountant. I worked with great enthusiasm and wish to pursue a successful career ahead. A team player who also acts as an effective communicator.

✉ rakesh80777@gmail.com

☎ +971 54 4351556

📍 Ras Al Khor Ind 2, Dubai, UAE

EDUCATION

Bachelor of Commerce

University of Calicut

07/2016 - 05/2019

Kerala, India

Diploma in Manual and Computerised Accounting

Accounts Academy

12/2021 - 07/2022

Kerala, India

Higher Secondary Education

Board of Higher Secondary Examination

07/2014 - 05/2016

Kerala, India

WORK EXPERIENCE

Accountant

Elite Foods Pvt Ltd

01/2020 - 12/2021

Kerala, India

Achievements/Tasks

- MS Excel and Tally ERP functions
- Preparation of final accounts and profit and loss statements
- Generating bills, invoices and financial statements
- Accounts receivable and Accounts payable
- Daily recording of financial transactions and petty cash transactions
- Analysis of monthly financial position of the company
- Bank reconciliation statements
- Tax calculation, filing and documentation
- Administrative functions
- Financial analysis and stock registers

INTERNSHIP/TRAINING

Elite Foods Pvt Ltd

06/2019 - 12/2019

Kerala, India

Achievements/Tasks

- Preparing financial statements and monthly financial position of company
- Tally and MS Excel functions
- Taxation and Documentation
- Bank reconciliation and final accounts
- Accounts payable and Accounts receivable
- Preparing bills, invoices and bank deposits

SKILLS

Data Entry

Microsoft Suites

Tally ERP

Payroll

VAT

Filing

Documentation

Accuracy

Accounts Receivable

Accounts Payable

SAP FICO

Taxation

Finance and Controlling

Final Accounts

Microsoft Excel

Financial Analysis

Administration

ERP

Bank Reconciliation

GAAP

PASSPORT DETAILS

Passport NO- T6685025

Visa Status- Visit Visa

Visa expiry Date- 25/03/2023

Nationality- Indian

CERTIFICATES

Bachelor Of Commerce (07/2016 - 05/2019)

Diploma in Manual and Computerized Accounting
(12/2021 - 08/2022)

SAP Overview and SAP FICO Overview
(12/2021 - 08/2022)

Higher Secondary School Certificate
(06/2014 - 05/2016)

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Elementary Proficiency