

MOHAMED RIFAI

**ACCOUNTING /ADMINISTRATION**

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**OBJECTIVE**

Looking for a position in an Admin and Accounting field where I can prove my skills and abilities in the field of oriented job. Obtain a position as administrative accountant in reputed company where I can prove my skills and experience.

**ACADEMIC CREDENTIALS**

**Bachelor of Business Administration** (**BBA**)

RVS College of Arts & Science – karaikal – Puducherry -INDIA Completed (Sep2008 - May2011)

**Diploma in Office Accounting** **(DOAC)**

**Cachet Soft Pvt. Ltd** – karaikal – Puducherry – INDIA Completed (Sep2011 - Dec2011)

**Advanced** **Diploma in Computer Hardware & Networking** **(ADCHN)**

**CSC Computer Education** – karaikal – Puducherry – INDIA Completed (Apr2008 - Aug2008)

# EXPERIENCE

**ISTANBUL KITCHEN (Management), Karaikal - INDIA (May 2020 - Jan 2023)**

**Accountant & Cashier at IS:**

 Maintaining full of Accounts and records for stock in and out

 Maintaining daily and weekly settlement for groceries and Meat

 To prepared salary settlement for working labour

 To arrange meetings, parties and functions scheduling for the customers

**KARAI MEGA DIGITAL (KMD), karaikal – INDIA** (**Jan 2017 – Jan 2018)**

**Manager at KMD:**

Experienced in managing digital print works

 Remarkable Knowledge of copy and print equipment

Developed and update print tracking system for all orders

Monitored inventory of all supplies and facilitated appropriate actions

 Ability to summarize metrics and analyze data

Ability to maintain all information confidential

 Exceptional Customer Service Skills

**FAMEEN AUTO SPARES (Admin & Accountant), karaikal – INDIA** (**Jan 2014 – Dec 2016)**

 Responsible for accounts payable, Accounts Receivable, balancing ledger

 Upgrading accounting procedures to current standard

Handled collection of all past due accounts

 Assisted in budgeting process

 Supported shop merchants, purchasing and sales for auto spares

 Prepare bank process payments

**Silver Bay Trading Company**

**(Accountant Clerk), karaikal – INDIA** (**July 2011 – Aug 2013)**

# Maintained records of all outgoing and incoming shipments

# Maintained Minerals and chemicals from and to the warehouse

# Resolved accounting errors and discrepancies in expense reports

# Proved efficient service to internal and external customers

# Verified the correctness and timely payment of incoming suppliers

# Customers invoices and employee’s payment requisitions

# Filed and kept track of payment vouchers and delivery Chelan

# ADDITIONAL CERTIFICATIONS

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**DOAC** – **Diploma in Office Accounting**

Certified by **Cachet Soft Pvt. Ltd** – Karaikal, Puducherry INDIA Completed 2011

**ADCHN** – **Advanced** **Diploma in Computer Hardware and Networking**

Certified by **CSC Computer Education** – Karaikal, Puducherry INDIA Completed 2008

# LANGUAGES AND SOFTWARES

Tally9, MS-Office Professional Applications (Word, Excel, PowerPoint)

Operating System : Windows XP , Vista & Windows

# PERSONAL INFORMATION

Date of Birth : Sep 24th 1988

Gender : Male

Nationality : Indian

Languages : English, Tamil

Passport Number : P4720568

Date: Yours Faithfully

 (Mohamed Rifai)