



RHYTHAMBARA BHAGAT

ACCOUNTANT

- +971-0504168413
- rithuin20@gmail.com
- 20 DEC 1998
- 1009, NEW AL QUBAISI,
AL QASIMIA, SHARJAH

EDUCATION

MASTER OF COMMERCE
CALICUT UNIVERSITY
2019-2021

BACHELOR OF COMMERCE
CALICUT UNIVERSITY
2016-2019

SOFTWARE SKILLS

TALLY ERP - PRIME
MS EXCEL
MS WORD
MS OFFICE
MS POWERPOINT PRESENTATION
OUTLOOK

LANGUAGE

ENGLISH
MALAYALAM

Experience

JULY 2023 - PRESENT
EFFORT METAL PRODUCTS COATING LLC, DUBAI
ACCOUNTANT

- Provide active support in weekly, monthly and quarterly closures while delivering direct reports to the head office.
- Maintain and update invoice details on a day-to-day basis and submit report to superior of department.
- Ensuring payments , records and amounts are correct.
- Preparing Delivery Note, Tax invoice
- Maintain day to day expenses, Petty Cash
- Assisting with filing
- Day to Day Admin

JUNE 2021 - DECEMBER 2022
BUSINESS NETWORK INTERNATIONAL (BNI), CALICUT , KERALA
ACCOUNTANT CUM ADMINISTRATIVE ASSISTANT

- Provide administrative support to the regional office of BNI, Calicut, Kannur, and Wayanad districts. In which, Calicut consists of 14 chapters, 8 chapters of Kannur, and 1 chapter in Wayanad.
- Answer telephones and courteously assist clients and employees throughout the organization.
- Assisting new members with membership details, renewal payments etc.
- Maintain calendars, coordinating extensive appointments, meetings and maintaining accounts.
- Treat clients politely and do their needs
- Handle Petty expenses
- Maintaining invoices, receipts and other payments
- Maintain Office inventory
- Post updates on Social Media and assist to design e-flyers

PERSONAL SUMMARY

NATIONALITY : Indian

MARITAL STATUS : Married

VISA TYPE : Husband Visa

Experience

● JANUARY 2021- MAY 2021

Providence Junior School

Teacher – Malayalam

- Supervised children in a nurturing, family like environment.
- Built and maintained the classroom culture with a homely feel in which student love learning
- Taught students of 1std- 4th std of different levels
- Maintained student attendance, records and grades
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● JANUARY 2020-DECEMBER 2020

COMPASS EDUCATION HUB, TUITION CENTRE

TEACHER – Commerce

- Able to develop personal relationships with students and build their confidence in their abilities.
- Teach daily lessons, provide individualised support to students who required extra training and guidance