



RIHAS K.K

CONTACT:

- 📍 Al Ain (UAE)
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PERSONAL ATTAINMENT:

- Age: 25 Years old
- Date of birth: 29 April 1998
- Nationality: Indian
- Civil Status: Single
- Passport No: N5943196
- Date Of Expire: 01/05/2026
- Visa Status: Employment Visa

LANGUAGE:

- Malayalam
- English
- Hindi

INTEREST:

- Constantly Learning
- Creativity
- Knowledge Of field

- SKILLS:** G- VAT & GST
Manual Accounting
Management
Accounting

CAREER OBJECTIVE

A Young & well dynamic person, seeking suitable placement in a healthy atmosphere, where my qualification & skills can be fully utilized. I am a self-motivated with pleasing & friendly personality, self-confident to get the working atmosphere of your esteemed organization and to prove by ability.

WORK EXPERIENCE

SHAHRYAR GROUP – Al Ain (UAE) 2021-2023

Accountand

- Prepare and examine invoices, payroll entries, expenses, and other accounting documents.
- Entering Purchasing Bills
- Handling Cash And Credit Bills
- Generating the company's financial reports using income & expenditure data.
- Keeping a Check on the Company's finances based on financial status
- Assist Company Financial & Bank Statment
- Drafted financial reports, finished closings at month and year ends, and prepared journal entries. Monthly reports for the accounting department were produced.

AIWA SUPER MARKET – Kerala (INDIA) 2019-2020

Accountand & Sales Manager

- Managing Sales Reports
- Checking Financial Reports
- Managing Item Wise Sales
- Assist Company Financial & Bank Statment

EDUCATION

Bachelor of Business Administration in Finance (BBA)

PDFA:(profesional Diploma in Foreign Accounting)

PGDFM: (Post Graduate Diploma In Financial Management)

Computer Proficiency

- Tally ERP 9
- Quick Book
- Microsoft Office: Microsoft Office Excel
Microsoft Office Word
Microsoft Office Power Point

PERSONAL STRENGTH

Ability to maintain cordial relation with colleagues and customers.

Ability to communication effectively and with conviction.

Hardworking, devoted and self- motivated.

Ready to work under pressure and ready to accept new challenge.