



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

Accountant

- 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

Accountant & 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.