

# S/R

Sibil  
Rauf

FINANCIAL ACCOUNTANT



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Dubai/UAE



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VISA STATUS - VISITOR

## TECHNICAL SKILLS

- TallyACE
- C++ programming
- MS Word
- MS PowerPoint
- MS Excel

## PERSONAL SKILLS

- Leadership Skills
- Communication Skills
- Listening Skills
- Flexible
- Reliable

## ABOUT ME

Accepting the challenges of today's fastest developing industries by utilizing all the knowledge, skills and experience.

## EXPERIENCE

### Assistant Accountant (Jan'21 -Sep'24)

Alfa tax consultancy/Calicut/India

- Handled middle east VAT reconciliation
- Experienced with preparation of daily tax reports and data
- Experienced with posting daily middle east receipts

## COURSES

### TallyACE- Certified (May'21 -Jul'21)

- Maintaining charts of accounts in Tally.ERP9
- Recording day to day transactions in Tally.ERP9
- Recording vouchers with tax deducted at source

## EDUCATION

- Business of Bachelor Administration, Calicut University, India(2018-2021)
- HSS,Kerala higher secondary examination board (2016-2018)
- 10'th ,Central board of secondary examination (2016)