

RAHEEB K.K



CONTACT

Address:

Deira,
Dubai

Phone:

0563217586

Email:

Raheebkk2420@gmail.com

LANGUAGES

English

Arabic

Hindi

Malayalam

Tamil

CURRICULUM VITAE

OBJECTIVE

Seeking a position an Accountant or data entry where extensive experience will be further developed and utilized.

WORK EXPERIENCE

10/2020-present

Accountant&data enrty in Extel Mobile Phone Trading L.L.C
Dubai (2 years)

- Accounts payable & receivable
- Petty cash
- Data entry
- General ledgering

05/2017 – 06/2020

Accountant & data entry in Ever fresh hyper market L.L.C
Abu Dhabi (4 Years experience)
Responsibilities:

- Accounts Payable & receivable
- Petty cash
- Data entry
- General Ledger Accounting

03/2012 – 05/2014

Billing staff in Lulu Sarees Pvt. Ltd,. India, Kerala
(2 years experience)
Responsibilities:

- Data Entry
- Billing
- Inventory Controller

EDUCATION

2011 - 2014

- Bachelor of Degree in BA English from **Indira Gandhi National Open University (IGNOU)**, New Delhi.

2016 - 2017

- Diploma in Indian & foreign Accounting from Spectrum computers Thalassery, Kerala

2009 - 2011

- Higher Secondary education from Kerala Education Board

2006 - 2009

- Secondary Education from Kerala Education Board Kerala

ADDITIONAL SKILLS

- Front Office Management
- Peachtree
- Quick books
- Tally ERP9
- MS Excel
- MS word

FIELD OF INTEREST

- Accounting
- Data Entry
- Teller
- Front Office management
- Merchandiser

PERSONAL DETAILS

- | | |
|--------------------|---------------|
| ➤ Father name | : Kunhabdulla |
| ➤ Date of birth | : 15.06.1994 |
| ➤ Sex | : Male |
| ➤ Marital status | : Married |
| ➤ Nationality | : Indian |
| ➤ Religion & Caste | : Islam |
| ➤ Passport No. | : M-3674807 |
| ➤ License Type | : Manual |
| ➤ License No | : 2635486 |

DECLARATION

All the particulars furnished above are true to the best of my knowledge.