

rakesh k

major: finance | minor: marketing [MBA]
accountant

PROFILE

Accurate and immensely motivated finance student. Highly skilled at generating and analyzing financial report, loading cash flow analysis, and refining tax plans.

WORK EXPERIENCE

- | | |
|----------------------|---|
| 2014 march - present | Sr. Accountant officer
arcade group of engineering & contractors |
| | <ul style="list-style-type: none">-prepare asset, liability and capital account entries by compiling and analyzing account informations-maintain documentation for a/c payable, purchasing and treasury and conducting internal audits.-prepare accounts & tax returns-prepare reconciliations for monthly closing-ensured accuracy of revenue & expence-ensure timely bank payment-maintaining financial reports, records and general ledger account |

EDUCATION

- | | |
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| 2012 -2014 | masters in business administration
finance and marketing management studies
banglore university |
| 2019-2012 | bachelor of commerce
commerce and management studies
calicut university |

CERTIFICATIONS

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| 2006 | Tally [american central university affiliated] |
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CONTACT

phone-

+ 971 581367792

mail-

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address-

alnada, dubai

SKILLS

languages

english, hindi, malayalam

PROFESSIONAL SKILLS

tally prime
knowledge in UAE VAT
MS [excel, power point, word]
book keeping
multy tasking

INTERPERSONAL SKILLS

negotiation skills
analitical mind
ability to complete the task in time
confident and determined
ability to build relationship

PERSONAL INFORMATION

nationality	: indian
DOB	: 10-may-1989
passport no	: w6024139
visa status	: visit visa