



# Rakesh K

## ACCOUNTANT

As a professional i worked around two years as an accountant. I worked with great enthusiasm and wish to pursue a successful career ahead. A team player who also acts as an effective communicator.

✉ rakesh80777@gmail.com

☎ +971 544351556

📍 Dubai, United Arab Emirates

📅 30 July, 1997

## WORK EXPERIENCE

### Accountant

#### Bismi Food Products Pvt Ltd

06/2019 - 07/2020

Kerala, India

##### Achievements/Tasks

- Handling petty cash and preparing petty cash vouchers
- Record and maintain inventory and stock reports
- Prepare and submit bank deposits
- Preparation of financial reports including profit and loss statements, income and expenditure and balance sheet
- Reconcile accounts payable and receivable and issue invoices
- Filing and documentation of monthly tax returns
- Preparation of bank reconciliation statements
- Handle monthly, quarterly and annual closings
- Managing income and expenditure accounts
- Issue purchase and sales orders, issuing cheques and updating ledgers

### Accountant

#### Tasty Foods Pvt Ltd

09/2020 - 10/2021

Kerala, India

##### Achievements/Tasks

- Reconcile and maintain balance sheet accounts
- Assists with monthly closings and preparation of financial reports
- Preparing invoices, delivery notes and quotations
- Preparation of financial statements including profit and loss statements, cash flow statements, income and expenditure statements and balance sheet
- Preparation of weekly and monthly financial reports to the management
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Preparation and submission of tax returns
- Analysis of monthly financial position of the company
- Manages the payroll processing and administration

## DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge

Place- United Arab Emirates

Date- 30-05-2023

## SKILLS

Tally ERP

Tally Prime

MS Excel

MS Office

Accounts Receivable

Accounts Payable

Payroll

Bank Reconciliation Statement

VAT

Taxation

Final Accounts

Data Entry

Financial Analysis

Filing

Documentation

Microsoft Suites

SAP FICO

Google Docs

## EDUCATION

Bachelor Of Commerce - University of Calicut  
(07/2016 - 05/2019)

Diploma in Manual and Computerised Accounting  
(12/2021 - 07/2022)

Higher Secondary Education (07/2014 - 05/2016)

## PASSPORT/VISA DETAILS

Passport Number- T6685025

Visa Status- Visit Visa

Visa Expiry Date- 29-07-2023

Nationality- India

## CERTIFICATES

Bachelor Of Commerce - Finance

SAP FICO Overview

Tally ERP

Advanced Diploma In Manual and Computerized Accounting

Higer School Secondary Certificate

Secondary School Leaving Certificate

## LANGUAGES

English

Full Professional Proficiency

Tamil

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency