



MOHAMMED SABIR RAFEEK

Resourceful professional offering a history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency.



+971 525003844



sabirrafeek73@gmail.com



Kannur, Kerala, India

PASSPORT & INFO

Passport No : W3975405
Date of Issue : 12/09/2022
Date of Expiry : 11/09/2032

PERSONAL INFO

Nationality : Indian
Date of Birth : 28/11/2000
Marital Status : Single
Gender : Male

KEY SKILLS

Back Office Operations
Report Analysis
Customer Service
Accounting Techniques
Account Balancing
Bookkeeping
Financial Planning
Federal and State Tax Returns

LANGUAGES KNOWN

English
Hindi
Malayalam
Tamil

SOFTWARE PROFICIENCY

ERP Software

Tally
SAP
Quickbooks
Peachtree

MS Office

Word | Excel | Powerpoint

EXPERIENCE

Audit Assistant

2022-2023 (1 Year)

Ali & Krishnan, Chartered Accountants

Kollam, Kerala, India

- Support budgeting and bookkeeping procedures.
- Role played accounts payable & receivable
- Reconcile of monthly purchase & sales.
- Prepare yearly financial reports.
- Assist colleagues whenever necessary.
- Manage phone calls and correspondence.
- GST service.
- Provide ongoing accounting and reporting support.
- Maintaining proper accounting records.

EDUCATION

2022

Diploma in Indian & Foreign Accounting

G-Tech Education (IAB Certified)
Kollam, Kerala, India

2019-2022

BA in Political science

Calicut University
Malapuram, Kerala, India

2017-2019

Higher Secondary

Board of Higher Secondary Education, Kerala, India

2016-17

SSLC

Board of public Examination, Kerala, India.

HOBBIES & INTERESTS



Music



Travel



Photography



Sports

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

MOHAMMED SABIR RAFEEK