



Personal Details

Name : Shek Rafiq
Email : sk1rafiq@gmail.com
Marital Status : Unmarried
Age : 27 Years
Religion : Islam
Nationality : India
Mobile : 00 971 56 2805339
Address : Deira Dubai

Visa Status: Visit Visa of UAE

Career Objective

To work for a challenging position in a competitive environment to build through efficient performance for long term career development and growth.

Core Competencies In

- Self-starter with innovative ideas, can do attitude and apositive approach.
- Strong ability to manage an office and teamsindependently.
- Sound knowledge of Administrative / Operationtasks.



Cashier Teller/Accountant

2021 to 2022

TATA Play Ltd India

Responsibilities include:

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

Education

Osmania University
Hyderabad Telangana, India.

- Master of Business Administration
- Finance & Computer Applications

ShatavahanUniversity
(Aurbindo Degree College)

- Bachelor of Commerce & Computer Applications

DCAC

- Diploma in Computer Accounting

Languages

- English, Hindi, Telugu

Reference

- **Reference will be furnished upon request**
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