



# MUHAMMED RAFI.K

## ACCOUNTANT

Detail-oriented, efficient and organized professional with 17+ years of experience in accounting and financial systems. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Able to communicate effectively with a team and very keen to develop more professional skills to contribute for the growth and development of the organization.

## Contact



Dubai, UAE



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0547041679

## Skills

|                          |                        |
|--------------------------|------------------------|
| Analyzing the Data       | <div><div></div></div> |
| Time Management          | <div><div></div></div> |
| Critical Thinking        | <div><div></div></div> |
| Communication            | <div><div></div></div> |
| Problem solving skills   | <div><div></div></div> |
| Teamwork                 | <div><div></div></div> |
| Good interpersonal skill | <div><div></div></div> |
| Great eye for detail     | <div><div></div></div> |

## Technical Skills

- Tally Erp9
- MS Office
- QuickBooks
- FrontPage
- Email Management

## Work Experience

### Accountant & Assistant Br. Manager

NewGrand Mart Trading co. Qatar | Nov 2007 – Jun 2022

### Accounts Assistant cum computer operator

Tony & Tony Business Consultant .Kerala-India | 1 Year

### Accounts Assistant cum computer operator

Asian Hypermarket .Kerala-India | 1 Year

## Job Duties & Responsibilities

- Preparing monthly statements and supplier payment ledger
- Checking and entering the all purchase bills and sales bills
- Posting of all petty cash and banking transaction
- Reconciliation of Bank, supplier, customer statements and intercompany transaction
- Maintaining manual day book and petty cashbook in daily wise
- Proper follow up for Accounts receivables and management of accounts payable
- Documentation and proper management of bills.
- Ensure the company policies and standards follows.
- Assisting with research, filling, data entry, and recording and maintaining accurate and complete financial records.
- Preparing the balance sheet of the company.
- Monitoring the cashiers.
- Prepare Trial balance and trading profit & loss accounts
- Finalization of Accounts.
- Preparation of Journal voucher
- Checking the staffs attendance on Punching machine
- Managing the staffs food& accommodation
- Prepare quotations and invoices.

## Personal Info

Date of Birth : 24/06/1984  
Marital Status : Married  
Religion : Islam  
Nationality : Indian  
Driving License : Qatar & Indian  
Visa Type : Company visa

## Languages Known

English ★★★★★  
Arabic ★★★★★  
Hindi ★★★★★  
Tamil ★★★★★  
Malayalam ★★★★★

## Hobbies & Interests



Travel



Organizing &  
Arranging



Reading



Sports

## Education

**Bachelor of Commerce** | **2005**  
Calicut University, Kerala, India

**Higher Secondary** | **2002**  
Kerala State Board, India

**High School** | **2000**  
Kerala State Board, India

## Certified Courses

- Tally and foreign accounting from Tony & Tony Business Consultants, Trissur, Kerala
- DISM from APTECH Computer Education-Kerala -India

## Area of Competency

- General Accounting.
- Accounting in ERP environment.
- Payable /Receivable Accounting.
- Reporting / Documentation
- Inventory Control
- Ability to chalk out plans and ability to give them the shape of reality
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Prepare invoices, reports, memos, letters, and other documents
- Quick adaptability to new technology & team spirit.
- Ability to adapt different environment.
- Maintaining better Communication with Bank, Suppliers and Clients for ease of operations.

## References

- ♦ Jabir Manager  
Manager  
Sales & Operations  
Najma Firdous Trading Co.  
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Phone : +974-33151479
- ♦ Naser Pk  
Zonal Manager  
New Grand Mart Trading Co.  
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