



MUHAMMED RAFI A

GET IN CONTACT

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PERSONAL PROFILE

To work in an organization in a responsible position where my technical and management skill should be enhanced and implemented for organization's growth

AREAS OF EXPERTISE

- Microsoft Excel Microsoft Word Microsoft Powerpoint
- Tally ERP
- All basic computer knowledge

PERSONAL DETAILS

- Having a valid GCC Driving License.
- Passport Number: L8248020
- Date of Birth: 29-08-1995

SKILLS

- Adaptive Team Player
- Good listener
- Creative
- Hard working in nature

LANGUAGE KNOWN

- English
- Arabic
- Hindi
- Malayalam
- Punjabi

DECLARATION

I hereby declare that the information furnished above are true to the best of my knowledge

WORK EXPERIENCE

FAJER-AL-RAHBA TRADING

ACCOUNTS & MARKETING | 2017 to Till date.

- Recording financial transactions in tally
- Maintaining cash, bank, journal vouchers, and other account-related files
- Bank reconciliation Debtors and Creditors reconciliation
- Auditing and financial records of clients in accordance with the supporting documents
- Preparation of financial statements like Income statement, P&L, and Balance sheet

EDUCATION HISTORY

PURSUING BBA

- NEFTU ARUNACHAL PRADESH | 2018-2021

HIGHER SECONDARY

- GOVT.HSS,PANMANAMANAYIL | 2012 - 2014
SCIENCE GROUP

SSLC - KERALA STATE

- MES SCHOOL, CHAVARA | 2012

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