

Curriculum Vitae

Arfan Rehiman
Dubai, UAE
Mob: +971 50 739 4311
E-mail: arfanrehiman123@gmail.com
Visa Status: Visa Expiry on 05 March 2020



Personnel & Professional Summary:

Under direction, performs a variety of professional level accounting duties involved in preparing, Maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, And reports; maintains the accuracy of the ledgers and subsidiary financial systems; assists in the Preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff Assistance to assigned management staff.

Professional Experience:

- **Ocean Gem Exports (01/06/2017 To 15/11/2017)**

Designation: **Accountant**

Job Profile

- Prepares payments by verifying documentation, and requesting disbursements.
- Reconciles financial discrepancies by collecting and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

- **Colour Sign Pvt LTD 10/12/2018 To 31/05/2019.**

Designation: **Accountant**

Job Profile

- Prepares payments by verifying documentation, and requesting disbursements.
- Reconciles financial discrepancies by collecting and analyzing account information
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

- **A.V THOMAS & CO. LTD (03/06/2019 To 03/12/2019)**

Designation: **Shipping Executive**

Job Profile

- Handling all type of Import and Export documentation.
- Preparing Invoice, packing list, shipping Bill, B/L, D.O, EGM, IGM
- Tracing and about the shipment status.

Educational Qualifications:

- **M.COM IN FINANCE** from The Cochin College (Mahatma Gandhi University) 2017-2019.
- **B.COM IN FINANCE AND TAXATION** from The Cochin College, 2014-2017.
- **HIGHER SECONDARY** from Sri Gujarathi Vidyalaya HSS, Mattancherry, 2012-2014.
- **SSLC** from Sri Gujarathi Vidyalaya HSS, Mattancherry, 2012.

Personal Strength:

- Familiarity with the working and management protocols of the corporate sector.
- Punctual, responsible and dedicated, can be relied on to deliver required job.
- Team player, flexible, passion to align personal goals with organizational.
- Confident, self-motivated, enthusiasm to learn develop and innovate.
- Possesses excellent customer service, interpersonal and management skills.

Technical Skills:

- Certificate in Computerized Accounting in Tally,
- Microsoft Excel, Microsoft Word, Microsoft Power Point, internet etc

Academic Projects:

- Study on interest free micro finance
- Study on carbon trading practices adopted by selected Indian companies

Achievements:

- Participated in All India Inter University Wrestling Championship.
- Participated in All India Junior Wrestling Competition.
- Won first place in MG University Wrestling Championship.

PERSONAL PROFILE:

Passport Number	:	N9206846
Date of Issue	:	29-03-2016
Date of Expiry	:	28-03-2026
Place of Issue	:	Cochin
Sex	:	Male
Date of Birth	:	16-10-1996
Religion	:	Islam
Languages Known	:	English, Hindi and Malayalam.

DECLARATION:

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

Arfan Rehiman