



RAHMAN V A | ACCOUNTANT

4 Years Of Experience

Hardworking, self-motivated and responsible person who enjoys the challenge of a busy and demanding work environment; Eager to learn and contribute; confident, dedicated and punctual; effective interaction with clients, vendors, customers and all levels of management; Ability to please customers under all circumstances and excellent command over spoken and written English.

Contact

- +971 582 25 6989
- Dubai, UAE
- rahmanaboobakkarva@gmail.com

Professional Skills

- Accounts Payable
- Accounts Receivable
- Talent Management
- Reporting Skill
- Customer Relations

Technical Skills

- Tally ERP 9
- Peachtree
- Quickbooks
- Microsoft Office Suite
Word | Excel | Powerpoint
- Computer Hardware

Languages

- English
- Malayalam
- Hindi
- Tamil

Personal Information

Nationality : Indian
Marital Status : Single
Passport Number : N3653801
Availability To Join : Immediate
DOB : 01/07/1994

Experience ::

2017 JUL - 2020 SEP
Dubai, UAE

Accountant
AL BAYAN GLOBAL LLC

- Maintenance of Day Book and ledgers, other reports accurately and properly.
- Compile and analyze financial information and documents to prepare books of accounts and it's finalization.
- Develop Excel spreadsheets to track banking activities.
- Preparation of purchase and sales registers, monitoring payables and receivables ; produce monthly statement of accounts and other statements.
- Reconciliation of bank, creditor, debtor and intercompany accounts.
- Maintain cash and accurately record cash transactions and payroll preparation and accounting.
- Maintained computer systems by updating and entering data.

2016 FEB - 2017 APR
Kerala, India

Assistant Accountant
RR DONNELLY INDIA OUTSOURCE PVT LTD

- Prepared trading and profit and loss account.
- Handled petty cash and pay roll.
- Assessing balance sheet and profit/loss statements in monthly and quarterly.
- Hands on experience on US GAAP standards.
- Prepared quotation and cash maintaining and recordings.
- Analyzing the financial reports of the banking institution as per the credit rating framework standars.
- Assessing the financial stability and credit worthiness of the banks operating in United States of America.

Education ::

Master of Management Studies
(Human Resources)
2017 June - 2019 Sep
ICFAI University
Hyderabad, India
Post Graduation

Bachelor of Commerce
(Commerce, Computer Application)
2012 Jun - 2015 Aug
Mahatma Gandhi University
Kottayam, Kerala
Under Graduation

Areas of Expertise ::

- Payroll Mgmt
- Bank Reconciliation
- Taxation
- Accounting & Bookkeeping

Soft Skills ::

- Problem-solving
- Critical Thinking
- Active Listening
- Communication

Interests ::

- Football
- Travel
- Music
- Books
- Learning
- Writing