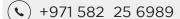


RAHMAN V A ACCOUNTANT



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



- 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



Personal Information

Nationality: Indian

Marital Status: Single

Passport Number: N3653801 Availability To Join: Immediate

DOB: 01/07/1994

Experience:

2017 JUL - 2020 SEP (Accountant Dubai, UAE

AL BAYAN GLOBAL LLC

- Maintenance of Day Book and ledgers, other reports accurately and
- 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.

Kerala, India

2016 FEB - 2017 APR 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 ::

Q Problem-solving



Critical Thinking



Active Listening



Interests ::













Music

Books

Learning

Writing