

RIHAN NATHIK S



ASSISTANT ACCOUNTANT

Address:

Deira, Hor Al Anz, Dubai.

Phone:

+971 58 618 0788

Email:

srnrihan99@gmail.com

Languages:

- English
- Tamil
- Malayalam

Hobbies:

- Cricket
- Football
- Watching Tennis

SUMMARY: -

Capable Accounting Assistant successful at managing multiple projects and consistently meeting deadline under pressure. Extensive knowledge of accounting software and processes. Skilled in regulatory reporting. Accounting operations and tax accounting. Proficient in supplying quick responses to financial inquiries from internal management and potential clients.

KEY SKILLS: -

- Budget and Forecasting.
- Account Reconciliation and payroll processing.
- Strong decision maker.
- Strong interpersonal & analytical skills.
- Expense Reports and Month end reports.
- MS Office.
- Good communication.
- Self confident and motivated person.

WORK EXPERIENCE: -

SR METAL CORPORATION PVT. LTD – 2021 to 2022 Assistant Accountant cum Admin Assistant-Tamil Nādu, Trichy

- Maintain Cash book, Petty cash and Bank book.
- Assisting in preparing of Bank Reconciliation Statement and Cash transaction statement.
- Assisting in preparation of Payables and Receivable on timely basis.
- To maintain all company documents accurately and filing them appropriately in their respective files.
- Basic knowledge in Microsoft Office (Excel, Word, PowerPoint).
- To always follow the work order given by the senior accountant and Admin personnel as per the plan designed and scheduled.
- Good knowledge in Journal entry, ledger, trial balance, profit & loss accounts, balance sheet and petty cash.

EDUCATION: -

- Bachelor of commerce (2017-2020), B.S. Abdur Rahman Crescent University.
- SSLC (2014-2015), Islamiah Matriculation higher secondary school, - 68.4%
- HSC (2016-2017), Hameediah matriculation higher secondary school, -68.25%

PERSONAL DETAILS: -

- PASSPORT NO - N6297889
- NATIONALITY - INDIAN
- DATE OF BIRTH - December 16, 1999
- MARITAL STATUS - Single
- VISA STATUS (VISIT) – Valid Until (29 NOV 2022)