

CURRICULUM VITAE



RAHEESA M.K

Accountant

CAREER OBJECTIVES

To enhance my knowledge and capabilities by working in a dynamic organization that provides a platform for facing the challenges in the business world.

CONTACT

PHONE:

+971 567520194

EMAIL:

rraisaa757@gmail.com

LOCATION:

Muwaileh, Sharjah, United Arab Emirates.

LANGUAGES KNOWN

English -Expert
Malayalam -Expert
Hindi - Read and Write
Arabic - Read and Write

PERSONAL DETAILS

Date of Birth: 20-09-1997
Sex: Female
Religion: Muslim
Nationality: Indian
Marital Status: Married
Passport Number: U6861280
Passport Validity: 04-10-2030

EDUCATION

Ansar Womens College- 2015-2018
Bachelor of commerce, Calicut University, India.

Speed Wings Aviation Academy – 2019
IATA Foundation with Galileo Diploma

I.C.A.E.H.S.S - 2015
Class 12 – Commerce Department

H.S Thiruvallayanoor School- 2013 –
Class 10 – Kerala, India

WORK EXPERIENCE

Sky Wheelz Car Accessories-India from (1st August 2019 –1st August 2020)

SkyWheelz is an Indian based Automobile exclusive accessories showroom expertise in one stop solution for the new trending accessories and service station, established in June 2010.

Designation: Assistant Accountant

Duties and Responsibilities

- Sales & purchase
- Manual and computerized accounts up to finalization
- Maintaining general ledgers and sub ledgers
- Preparation of payment vouchers cash & check
- Preparation of Bank reconciliation statement
- Office administration and correspondence
- Smooth and trouble-free monthly closings
- Monthly returns
- Maintaining good communication with client
- Profit & loss and Balance sheet Preparation

Iris Tours and Travels, Kerala, India – Travel Consultant (6 months)

Areas Covered: Guest Registration, Managing Tour Packages, Communicating about Airfares and Ticketing, Customer Relation, Documentation, Preparation of daily, monthly, and yearly sales chart.

PROFESSIONAL TRAINING EXPERIENCE

Akbar Travels of India PVT LTD, Kerala, India.

1st January 2018 – 30th June 2018

COMPUTER SKILLS

Microsoft Office
Tally (Accounting software)
Internet Research and Email multitask.

SOFT SKILLS

Experienced in leading team
Organizing and communication
Power to prioritize and
Optimistic and hard working.

I, Raheesa MK hereby declare that all the details mentioned above are true to the best of my knowledge. Any relevant documents or references can be provided as and when required.