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**Date of birth**  
09.02.1997

**Nationality**  
Srilankan

**Visa Status**  
Visit Visa

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused
- Communication
- multi-tasking
- Financial statements
- account analysis
- QuickBooks
- MS Excel

## Languages

English  
Tamil  
Sinhala

**Assistant Accountant** with 4 years of experience in financial administration. Skilled in data processing and documentation analysis. Knowledgeable of QuickBooks and MS Excel proficient, seeking to leverage great organizational and analytical skills at Ceylon timber flooring company.

# Mohammed Rifkhan

## Experience

01/2017 to 11/2021

**Assistant accountant - Ceylon Timber Flooring, Kandy Srilanka**

### Key Qualifications & Responsibilities

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Analysed QuickBooks data for accuracy.

### Key Achievements

- Best employee Award – 2020

## Education

**AI – Imran international school – 2013 O/L**  
**K/Madina national school – 2016 A/L**

## Certifications

**Certificate in IT – IBA Campus**  
**Certificate in Financial markets – yale university (following)**

## References

References available on request