



INAMUL RAHMAN

An Accounting Professional with Experience



+971- 56 9757568

Inamrahman9961@gmail.com

Bornon : 24/10/1997
Nationality : Indian
PassportNo : U2240407

CAREEROBJECTive

To obtain a challenging position that enables to use my experience and skills to the fullest, along with the organization.

STRENGTHS:

- ✓ Able to provide quality leadership to alarge team of sales people
- ✓ Strong communication and ITfluency
- ✓ Creative talents and the ability to solvetough problems

SKILLS AND ATTRIBUTES

- ✓ Good Grasping Capacity andDedicated
- ✓ Adaptable andFlexible
- ✓ Attention todetail

Employer : ALITIFAQ ACCOUTING & bookkeeping
Designation : *AccountingExecutive*
Department : **Accounts**
Period : **1 Year**

Roles and responsibilities:

- Maintenance of various registers like Purchase Register, SalesRegister.
- Handling of bills payable and receivable, credit note and debit noteetc.
- Handling of petty cashbook.
- Handling of day to day accountingtransactions
- Daily & monthly bankreconciliation
- Maintaining Payrollsystem
- Recommends financial actions by analyzing accountingrecords.
- Writing sales and routereports.



ACADEMICProfile

- **Bachelor in Commerce** specialized in *Computer Application* from *Kannur University, Kerala India.*
- **Higher Secondary Education (Commerce)** completedunder *Central Board of Examination Kerala, India.(CBSE).*
- **SSLC**Central Board of Examination Kerala India (CBSE).



PERSONAL Assessment

LANGUAGE KNOWN

- **English** (*Read, Write & Speak*)
- **Malayalam** (*Read, Write & Speak*)
- **Hindi** (*Read, Write & Speak*)
- **Tamil** (*Speak*)
- **Arabic** (*Read, Write*)

IT AND SOFTWARE SKILLS

- **Tally.ERP9/Tally 5.4/Tally4.5**
- **Peachtree Accounting/QuickBooks Accounting/AdvancedExcel.**
- **Fully proficient with MS-Office tools, Internet Browsing, Windows.**
- **TypingSkill**

Declaration

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Reference will be furnished upon request

Sincerely,

InamulRahman