



MOHAMMED RIFAS

ACCOUNTS EXECUTIVE

Date of Birth: 13-05-1998

Passport : W 1473588

CONTACT

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India- 676307

LANGUAGE

READ SPEAK WRITE

ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
MALAYALAM	✓	✓	✓
ARABIC	✓	✗	✓

SKILLS

Investigative & Auditing Skills
Teamwork & Initiative-Driven
Innovative Thinking
Client Engagement
Attention to Detail

CERTIFICATION

Tally ACE
Intuit Quickbooks
Microsoft Office
Gulf VAT
SAP FI and CO Overview

PASSION & PURSUITS



OBJECTIVE

To establish a competitive advantage for myself, align my carrier goals with organization goals, help in the growth and betterment of the organization and also work in a progressive and stimulating work culture with the freedom to be creative, innovative and excel in my area of work.

PROFESSIONAL CREDENTIALS

Accounts Executive

Ambadi Trading Company (May 2020 – July 2022)

- ▶ Handling cash, manage day to day operations and book keeping.
- ▶ Maintain, verifying & ageing of A/Rs and A/Ps.
- ▶ Preparing bank reconciliation, placing purchase order.
- ▶ Import documentation and supporting customs documentation.
- ▶ All accounting such as sales, purchase, expenses.
- ▶ Document Controller (legal & taxation, local administration, banks).
- ▶ Internet banking, Mobile banking , E-mails, Loan applications.
- ▶ Administer salaries and work out leave entitlements.
- ▶ Internal audit, Inventory controller, Supervise warehouse labours.
- ▶ Making various reports in MS Excel (as per administrative needs).

Accountant cum Audit Assistant

AAKK and Associates (April 2019 – March 2020)

- ▶ Preparing books and accounts for clients like purchase, sales, expenses, cash book, bank book, bank reconciliation and finalization of accounts.
- ▶ Assisting stock audit and out audit.
- ▶ Assisting audit of multiple LLPs and Trusts.
- ▶ Online banking, cash handling.
- ▶ Assisting GST return filing, TDS returns.
- ▶ Document Controller (Clients audit reports and financials).

ACADEMIC BACKGROUND

2018 - 2019	●	Post Graduate Diploma in ERP (Institute of Professional Accounts)
2015 - 2018	●	Bachelor of Commerce (B. Com) (University of Calicut)
2013 - 2015	●	12th Standard (State Examination Board of Kerala)
2012 - 2013	●	SSLC (10th Equivalent) (State Examination Board of Kerala)

DECLARATION

I hereby declare that all information furnished above is true to the best of my knowledge and belief. I will discharge the duties entrusted to me the best of my capacity and the entire satisfaction of the organization.