



Rihan Rafeeqe

Accounts Executive

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SUMMARY

To work in a professional, dynamic and vibrant environment and to keep value to the organization which I represent and serve while concurrently upgrading my skills, knowledge and competence.

SKILLS

- Microsoft Excel
 - Tally ERP
 - SAP FICO
 - Microsoft Word
 - Quickbook
 - Peachtree
 - Computer Savvy
 - Analytical Skills
 - Problem Resolution
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WORK EXPERIENCE

Prince Gold And Diamonds India Private Limited

Branch Accountant Cum Cashier

Aug 2021 – Aug 2022

- Maintaining Books of Accounts
- Bank reconciliation
- Professional tax preparation
- E-invoice processing
- E-way bill
- Invoice processing
- Auditing Purchase invoice with GSTR 2A.
- Auditing of Ledger & vouchers etc.

Narayanan T Accounts & Taxation

Accounts Executive

Aug 2019 – Aug 2021

- Maintaining Books of Accounts.
 - Preparing tax returns and ensuring that Taxes are paid properly and on time.
 - Identity Issues and strategize solutions and help organization run efficiency.
 - Offering guidance on cost reduction.
 - Verification and finalization of accounts for preparation of financial statements.
 - Monthly Bank reconciliation.
 - Auditing Purchase invoice With GSTR 2A.
 - Auditing Accounts Payable &, Accounts Receivable.
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EDUCATION

Professional Diploma Indian & Foreign Accounting And SAP FICO
G-tec Computer Education

Degree
G-tec College For Advanced Studies
Kannur University

Higher Secondary Certificate
Govt City Higher secondary school

Secondary School Certificate
Chovva Higher secondary school

CERTIFICATIONS

- Tally ERP
 - SAP FICO
 - QUICKBOOK
 - MS OFFICE
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LANGUAGES

- English
 - Hindi
 - Malayalam
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CORE STRENGTHS

- Good knowledge in Financial Accounting
 - Quick learner
 - Team player
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PERSONAL DETAILS

- **Nationality – Indian**
- **Visa Status – Vist visa**
- **Address – Dubai UAE**