### Curriculum

# Vitae

## RAFEEQ KINARKANDI

MBA-FINANCE,B.COM Phone: 9447359837 Phone: 8848043959 E-mail: rafeeqkinarkandi@gmail.com CURRENT PLACE: CALICUT



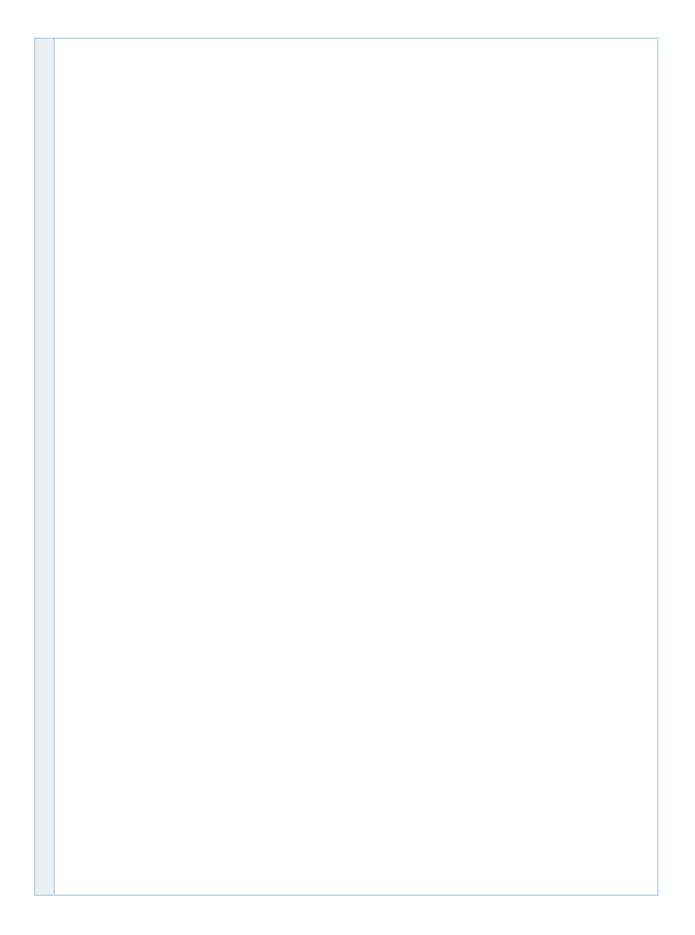
### **Objectives**

I am searching for a challenging position to meet and polish my competencies capabilities, skills, education in the field of Finance, Audit and Accounts. I work hard to achieve these. I wish to ender my best service to the betterment of the company.

Experience								
No	Post	Company	Period					
01	Accounts Manager	TEAM THAI GROUP OF COMPANIES CHENNAI -Currently Working -						
02	FINANCE MANAGER	INCITE INDIA BUILDERS AND DEVELOPERS (CALICUT, KERALA)	10/11/2015 to 25/10/2018					
03	SENIOR Finance Executive	<ul> <li>Vkc group of companies</li> <li>Vkcfootcare(i)pvt ltd</li> <li>Coimbatore</li> </ul>	08/01/2013 to 25/08/2015					
04	Research analyst (finance)	Bank of America Hyderabad ,hitech city.	05/06 to 28/11/012					

### Job description

- Independently handling accounts of sister concerns.
- Track all transactions in sister concern and make corrections if any.
- Preparing and filing statutory and GST works.
- File TDS returns.
- File Service Tax and Central Excise returns.
- Accept and edit purchase requests from various departments, corresponding with suppliers for quotations, preparing purchase orders and performing basic buying duties.
- Export and Import works
- Making payroll monthly wise including ESI ,PF ETC.....
- Prepare financial statements such as P&L, Balance sheet etc. and reports for company management and Clients.
- Check all day to day activities including Bank reconciliation and inventory.
- Give advice on a range of financial aspects of a business such as budgets, tax and cash flows and out flow,
- Monthly analyze how well a business is performing financially.
- Review businesses' accounting procedures'
- Handling a Team of Assistant Accountants and coordinating with them While Performing the Entry of Data and Conducting Other Accounting Procedures
- Responsible for the monthly close as well as maintenance of all accounting ledgers including periodic review of all account reconciliations and journal entries.
- Keeping the financial information in confidential.



<u>Lang</u>	uage Known			
	Language	Read	Write	Speak
	Malayalam	Yes	Yes	Yes
	English	Yes	Yes	Yes
	Arabic	Yes	Yes	No
	Hindi	Yes	Yes	Yes
	Tamil	No	No	Yes

#### Personal Skills

- Expert in SAP, Tally. ERP and MS Office. I
- Easley adaptable to any environment
- Excellent Communication skill
- Displaying initiative and independence and can work on own or as a part of a team.
- Meticulous and hard working
- Result Oriented working

#### <u>Hobbies</u>

- Travelling .
- Driving.
- Reading.
- Making friends

Personal details	
Name Date of Birth Sex Marital Status Blood group Nationality Religion Father's Name : Permanent Address	: RAFEEQKinarkandi : 13- 11-1988 : Male : Single : AB+ve : Indian : Muslim Moosa : kinarkandi House Pazhoor (Post) 673661(pin) Calicut (Dist), Kerala, india
Phone No :	+919447359837
Phone No : E-mail ID :	+918848043959 rafeeqkinarkandi@gmail.com

<u>Declaration</u>

I do hereby declare that the information furnished above is true and accurate to the best of my knowledge. Thanking you

Yours Faithfully

RAFEEQ KINARKANDI