

C u r r i c u l u m

V i t a e

► 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 render 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	Vkc group of companies Vkcfootcare(i)pvt ltd Coimbatore	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.

Language 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
- ▶ Easly 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

Hobbies

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

Personal details

Name : RAFEEQKinarkandi
Date of Birth : 13- 11-1988
Sex : Male
Marital Status : Single
Blood group : AB+ve
Nationality : Indian
Religion : Muslim
Father's Name : Moosa
Permanent Address : kinarkandi House
Pazhoor (Post)
673661(pin)
Calicut (Dist),
Kerala, india

Phone No : +919447359837

Phone No : +918848043959
E-mail ID : rafeeqkinarkandi@gmail.com

Declaration

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