



## CONTACT DETAILS



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DUBAI, UNITED ARAB EMIRATES

## PERSONAL DETAILS

Father's Name : Kunjumuhammed

Date of Birth : 01/06/2000

Nationality : India

Marital Status : Single

Gender : Female

Religion : Islam

## COMPUTER KNOWLEDGE

- TALLY.ERP 9
- Ms. Office. Excel
- G- VAT & GST
- QuickBooks, Peachtree
- Manual Accounting ,GAAP

## LANGUAGES

- ✓ Hindi
- ✓ English
- ✓ Malayalam
- ✓ Tamil

## PASSPORT DETAILS

- Passport no : N4983195
- Date of Expiry: 05/04/2026
- Date of Issue : 06/04/2016
- Place of Issue : Riyadh
- Expire of visa : 28/07/2022

# RAHANA.K.K

## CAREER OBJECTIVE

To attain position is an esteemed and successfully managing organization through hard working, sincerely and dedication for the benefit of the organization and myself

## EDUCATION

2022 MBA (finance)	Jain University, Bangalore (Pursuing), distance Education
2021 B.Com Finance	Calicut University, Kerala
2018 Plus Two	Central Board of Secondary Education (Commerce)
2016 SSLC	Central Board of Education

## EXPERIENCE

- 1 year of Experience as an **Accounting & Finance** ,in Accountants Academy at Thrissur, Kerala- India

## JOB RESPONSIBILITIES

- Work according to the instructions of superior
- Follow the instruction and Recommendation from the immediate superiors to complete the daily task.
- Ensure the highest standard and consistent quality and daily preparation.
- Preparing accounts and tax return.
- Auditing and analysing financial performance.
- Financial forecasting and risk analysis

## DECLARATION

I hereby declare that the information mentioned above is correct up to my knowledge and bear the responsibility for the correctness of the mentioned particulars.

**RAHANA. K.K**