



ABDUL RAUF M

PERSONAL DETAILS

DOB : 07 - 01 – 2002

NATIONALTY : INDIAN

FATHER NAME : MANZOOR P

MARTIAL STATUS : SINGLE

LANGUAGE KNOWN

ENGLISH : GOOD

MALAYALAM : EXCELLENT

TAMIL : GOOD

HINDI : GOOD

CONTACT INFO



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Raufchelannur17@gmail.com



Al-amana ,Kannankara
Chelannur -Kozhikode
673617

EDUCATION

S N TRUST HSS, CHELANNUR
2017 -2019
Higher Secondary

CALICUT UNIVERSITY
2019 - 2022
Bachelor of Commerce
(B.Com Finance)

EXPERIENCE

ACCOUNTS ASSISTANT / MAZRA CANTEEN

2021-2022 (Part time)

- Preparing of general ledger accounts.
- Prepare day book.
- Expense reporting and analysis.
- Accounts receivable & accounts payable
- Billing
- Collections

ACCOUNTS ASSISTANT / PRINCE TVS
2022

- Preparing of general ledger accounts.
- Prepare day book.
- Expense reporting and analysis.
- Accounts receivable & accounts payable
- Conducting internal auditing
- Creating daily reports

SKILLS

- MANAGEMENT & LEADERSHIP
- ADAPTABILITY & FLEXIBILITY
- TALLY & MS OFFICE
- QUICKBOOK
- COMMUNICATION
- CUSTOMER SERVICE
- COMPUTER KNOWLEDGE
- ACCOUNTING

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

ABDUL RAUF M