

**Rafeeq Usman P P**  
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**Salmiya, Kuwait**  
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## **OBJECTIVES**

My Object is to assimilate, adopt and absorb overall functions of an organization by being an instrumental part of its progress and development.

My strength lies mainly on keeping up the commitment and proper co-ordination. This attitude leads to the good future of company.

## **SKILLS**

- + Capable to Face any Challenging Situation with Confidence+
- + Good work experience in Syspro , SAP(HR)
- + Good Knowledge in Mastermind-ERP (Arabic)
- + Good Knowledge in TALLY
- + Good Knowledge in **MS Office, Arabic Reading & Written**
- + Quickly Grasp any Application

## **EDUCATIONAL QUALIFICATION**

- + **Bachelor of Commerce**

## **TECHNICAL QUALIFICATION**

- + Diploma in Business Accounting and Office Management
- + Arabic Typewriting Certificate
- + English Typewriting Certificate under Board of Technical Examinations, Government of Kerala, India.

## **JOB EXPERIENCE :**

### **July 2023 to Present**

**Position: Accountant**

**Company: Dana Sky Construction Company, Al Tijari Tower, Kuwait City, Kuwait**

### **Since Dec 2020 -Mar 2023**

**Position: Managing Partner**

**Company: New CityMart Supermarket, Kerala, India**

### **Job Activities:**

- + Manage the cash flow, find new sales options.
- + Find new appropriate products, opportunities.
- + Work as Credit controller

**Overall management of establishment**

### **Since 2014 Aug. - 2020 Sep.**

**Position: Branch Accountant**

**Company: The Machinery Group LLC. (TAMGO- Zahid Group of company- Heavy Equipment- SEM, Mustang, Doosan, IR pump& FGWilson power solution Dealer-KSA) Abha, KSA**

### **Job Activities:**

- + Credit customers' sales order release
- + Bank reconciliation with aging report and updating outstanding balances

- ✚ Keep Asset number with date for company Assets
- ✚ Handling Spare parts sales in their absence, especially in vacation
- ✚ Prepare proforma invoice for customer payment
- ✚ Handling Payable and Receivable posting
- ✚ Handling of Petty cash
- ✚ APA, ATA & ARA for Assets, submitting for management approval
- ✚ Credit customers Invoice & Delivery note release, payment follow up.
- ✚ Cash/Cheque deposit to bank (Daily basis)
- ✚ Postdated cheque and Pro Note handling.
- ✚ BG of Government customers, collect and release.
- ✚ Handling of RT Book, System invoices
- ✚ Prepare deal sheet (System and Manual) keep on record & obtain approval from H.O.
- ✚ Suppliers' payment follow up, chq. Release
- ✚ Cash, cheque Deposit & B/T updating in system.
- ✚ Prepare Sales Commission - Prime & Parts, Customers follow up incentive, OT for staffs, in SAP
- ✚ Prepare any other report/reply for requirement of H.O.
- ✚ Work as representative of F&A, H.O

**Since 2012 Oct. – 2014 Jul.**

**Position: Branch Accountant**

Company: Waleed Khalid Al Dabbous & Partner Co. (Ssang yong Car Dealer, KSA & Kuwait) **Dammam, KSA**

**Job Activities:**

- ✚ To make spare parts sales & service invoices
- ✚ To Handle bank transactions, Petty cash
- ✚ To make daily sales Report to head office
- ✚ To handle Inter branch transfer of parts
- ✚ To solve customer related issues

**Since 1996 to 2012**

**POSITION: ASST. ACCOUNTANT & CREDIT CONTROLLER**

Company: **Muhammad Koya Store – Edible oil, Food grain, Pulses, Dry Fruits and other food stuffs Dealer - Retail sector, Calicut - Kerala - India**

**Job Activities:**

- ✚ To make proper follow up with credit Customers for outstanding balances.
- ✚ To Co-ordinate Daily Cash and Cheques collections and issue Receipt Voucher.
- ✚ To Deposits all Collection in to Bank Daily basis.
- ✚ To make Proper records for the outstanding balances.
- ✚ Overall supervisory of the establishment

**PERSONAL DATA**

Name : Rafeeq Usman. P. P.  
 Religion : ISLAM  
 Nationality : INDIAN  
 Marital Status : MARRIED  
 Driving License : INDIA  
 Residence : 18 - Transferrable  
 Languages : ENGLISH, ARABIC, HINDI&  
 MALAYALAM

**Reference: Reporting Manager**  
**Anwar Sadath- Regional Accountant**  
**The Machinery Group LLC. - TAMGO -**  
**Riyadh, KSA**  
**Mob. +966569456870**

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