

MUHAMMED RUFAID KP

Looking for a position in Accounting where my skills & abilities can be utilized in its best ethics to any Business category.

EXPERIENCE

MAKKAH HYPERMARKET | RIYADH | SAUDI ARABIA ACCOUNTANT

November 2014 – December 2019

- Handle all payments, attend payment enquiries, handle suppliers, and maintain books of accounts.
- Maintain and manage petty cash requirements of day to day business
- Obtaining quotations from subcontractors, negotiating the price & liaising with them till completion of work.
- Managing the Accounts Payable by ensuring suppliers' payment on time, regular review of aging report, timely monthly closing and reconciling the accounts payable.
- Maintain petty cash float, reimburse petty cash expenses, and verify payments and making entries under appropriate account heads in the books of accounts.
- Keep record of the payroll accounts and verify total working hours, overtime hours & amount, deductions and increments to compute the total amount of salary payable to the workers.
- Accountable for the annual physical inventory of all materials/ stocks.
- Monthly bank reconciliation of all bank accounts and all general ledgers accounts with cost and its supporting documents.



GET IN TOUCH

📍 DUBAI | UAE

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🧠 EXPERTISE IN

MATERIAL MANAGEMENT

HEALTH & SAFETY

QUALITY CONTROL

INVENTORY MANAGEMENT

QUALITY IMPROVEMENT

TEAM MANAGEMENT

VENDOR MANAGEMENT

TRAINING & DEVELOPMENT

💻 TECHNICAL SKILLS

MS OFFICE, Tally, Peachtree

📖 EDUCATION

2011 B COM

Kannur University | India.

📄 CERTIFICATIONS

Diploma in Computerized Accounting

👤 PERSONAL INFO

Nationality: Indian

Gender: Male

Languages: English | Arabic | Hindi | Malayalam |

DOB: 27 February 1991

Civil Status: Married

Visa Status: Visit Visa (3 Month)

Validity: February-April 2022