



## RABEEH C V

Email:

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Mob:

+971 50 647 4714

### Address for Communication

Chelath Valappil House  
Kololamba Post  
Edappal  
Malappuram Dt.  
Kerala 679576

### Over All Experience In

- Financial statement
- Financial reconciliation
- Cash flow statement
- Finalization of accounts
- Internal/external audits
- Bank Reconciliation
- General ledger accounting
- Accounts receivable/payable
- Payroll

## CURRICULUM VITAE

### OBJECTIVE

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative , learning and contributing towards the success of the company

### EDUCATIONAL QUALIFICATION

- **B.Com**  
(Calicut University)
- **PLUS TWO**  
(Board of Higher Secondary Education)
- **SSLC**  
(Board of Public Examination)

### PROFESSIONAL QUALIFICATION

- **Advanced Diploma in Manual And Computerized Accounting**
  - ✓ **Tally ERP 9**
  - ✓ **Manual Accounting**
  - ✓ **Microsoft Excel**

### WORKING EXPERIENCE

- |                         |   |
|-------------------------|---|
| 1. Name of Organization | : Taj Communication<br>Edappal,Kerala,India     |
| Period                  | : 6 month                                       |
| Designation             | : Administrator                                 |
| 2. Name of Organization | : Homeland Homeneeds<br>Edappal, Kerala,India   |
| Period                  | : 1 year  |
| Designation             | : Assistant Accountant                          |
| 3. Name of Organization | : Classico Home Centre<br>Edappal, Kerala,India |
| Period                  | : 2 year  |
| Designation             | : Senior Accountant                             |

### Languages Known

- English
- Malayalam
- Hindi
- Tamil

### Duties Involves

- To maintaining the financial transactions on daily basis.
- Prepare journal voucher, accounts statement and financial statement.
- Petty cash management and preparation.
- Keep track of accounts payables and accounts receivables and data entry.
- Reconciles bank statements and researches and resolves discrepancies.
- Prepare Salary/Payment/Receipt Vouchers.
- Preparing Debit&Credit Notes.
- May act as a lead worker to other staff in the department

### PERSONAL DETAILS

Father's Name	: Moidu
Date of Birth	: 05/11/1996
Gender	: Male
Marital Status	: Single
Passport No	: U 9501331
Visa Status	: Visit Visa
Visa Expire	: 02-02-2022
Nationality	: Indian

### DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place: Edappal  
Date:

**Rabeeh C V**