



MUHAMMAD RAZEEN RAFEEQUE VP

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Passport no : P8840556

Validity up to : 24/04/2027

Visa Status : Visiting visa

Nationality : Indian

Sex : Male

Date of Birth : 15/10/1998

Marital status : Single

Objective

Seeking a position as an accountant where extensive experience will be further developed and utilized. Extensive experience to the credit.

Technical Qualification

- MS Office
- Accounting package tally
- Auditing
- Payroll Taxes

Work experience

Worked as an Audit Assistant in, **SANKAR AND MOORTHY** (Chartered Accountants), KERALA from April 2019- July 2020.

Job Responsibilities

- Well acquainted with general office duties and administrative tasks.
- Familiar with preparation of monthly report for Internal auditing.
- Devoted time in Tax Auditing.
- Extensive knowledge in GST Return filing.
- Thorough at Bank reconciliation statement.
- Well-versed in accounting of bills and invoices.
- Preparation of monthly & weekly report of net revenue.
- Proficient in import documentation.

Worked as an Accountant in, **METRO HYPER MARKET KANNUR**, from 2018-2019.

Job Responsibilities

- Prepare journal entries.
- Complete general ledger operations.
- Monthly closings and preparation of monthly financial statements.
- Draw up monthly financial reports.
- Prepare analysis of accounts as requested.
- Assist with year end closings.
- Administer accounts receivable and accounts payable.
- Prepare tax computations and returns.
- Assist in preparing budgets and forecasts.
- Assist with payroll administration.
- Account/bank reconciliations.
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures

Educational qualification

- Bachelor of Commerce from ITM College of Arts and Science Mayyil, Kannur, 2016-2019

Skills

- Thorough knowledge of Accounting
- Communication skills
- Problem-Solving ability
- Leadership skills
- Time management
- Active listening
- Computer skills

Achievement

Achievement in Banking and financial services

Declaration

I hear by declare that the above information is true to the best of my knowledge and belief.

Place : DUBAI

Date : 19/10/2020

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