



## CONTACT

rafi8445@gmail.com

+971543835395

## PERSONAL INFORMATION

Religion : Muslim  
Date of Birth : 28/04/1997  
Nationality : Indian  
Sex : Male  
Marital Status : Single  
Visa status : Transferable

## LANGUAGES KNOWN

ENGLISH

ARABIC

HINDI

TAMIL

MALAYALAM

## HOBBIES

- Sports
- Photography
- Reading Books
- Traveling

## PROFESSIONAL PROFILE

(Accountant cum Admin with Two year Experience in UAE)

## MOHAMED RAFI

### CAREER OBJECTIVE

To be associated with a progressive organization to become a part of the team that dynamically work towards the growth of the organization to utilize my complete potential and creative skills pushing myself to the limits in order to accomplish a task for the betterment of the company.

### EDUCATIONAL QUALIFICATION

- ❖ BBA (Bachelor of Business Administration) from **CALICUT UNIVERSITY**.
- ❖ ADMCA (Advanced Diploma in Manual and Computerized Accounting).
- ❖ DIPLOMA IN GULF VAT from Accountants Academy.
- ❖ MCP (Microsoft certified professional course).
- ❖ CA-CPT (Institute of Chartered Accountants of India).

### STRENGTHS

- ❖ Good academic results in the courses underwent thus far.
- ❖ Good team player & Able to work under pressure
- ❖ Excellent Communication Skill.
- ❖ Good knowledge in Computer Operations.
- ❖ Proficiency in Microsoft office.

### WORK EXPERIENCE

- As **ADMIN ASSISTANT** at **TRANSGUARD EMIRATES INTERNATIONAL GROUP (DUBAI INTERNATIONAL AIRPORT)** MAY2019-APRIL2020.
- As **ACCOUNTANT cum ADMIN** at **FORTUNE SECURITY SYSTEM AND IT SOLUTIONS**(Still working).

### COMPUTER QUALIFICATION

- Tally ERP9, Book keeper.
- Guide Accounting
- Microsoft Tools - MS OFFICE(MS WORD,MS EXCEL,POWERPOINT,MS OUTLOOK)
- Applications – Data Management ,Documentation,Electronic Media and Media Development Software.

### ACHIEVEMENTS

**SIRA LICENSE HOLDER** (SECURITY REGULATORY AUTHORITY OF DUBAI).

### Skills

- Competent on all Microsoft office program.
- Financial astute with the Ability to control Budget and Expenditure.
- Able to Manage Distribution and shipment Budgets .
- Ability to Prepare Bills and Invoice.
- Designing for the Presentation.
- Ability to Respond customer Enquires and Referring client through proper Channels.

### DECLARATION

I hereby declare that all the above furnished information is true to best of my knowledge and belief. The originals will be produced as required.

**MOHAMED RAFI**