



## PROFILE

Seeking a suitable position in accounts and finance or any suitable post with a reputed organization where my education and experience can contribute to the enrichment of myself and growth

## CONTACT & PERSONEL INFO

Phone : 0524042527

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Visa status : Visit visa

D.O.B : 07-10-1994

## TECHNICAL SKILLS

MS OFFICE  
TALLY  
QUICK BOOKS  
PEACHTREE

## PERSONALITY SKILLS

COMMUNICATIVE ,  
PUNCTUALITY  
CREATIVITY AND ORGANISED  
EXCELLENT CONCEPTUAL AND  
ANALYTICAL SKILLS  
EFFECTIVE INTERPERSONAL  
SKILLS

## CERTIFICATION

**DIFA (Diploma in Indian and foreign accounting)**

**IAB (International association of book keepers)**

Bench-marked and accredited by the IAB comparable to level-3 of the qualification framework in England

# MUHAMMED RIZWAN KP

## Accountant

## WORK EXPERIENCE

### ☆ Resham trading- Accountant

2018 Oct– 2019 Oct Bur Dubai - Dubai

### ☆ Jannath Al madeena - Accountant

2017 Sep- 2018 Aug Al Rigga - Dubai

### ☆ Mens lounge -Accountant

2015 Aug – 2017 June

Preparing statutory accounts  
Preparing bank reconciliation statement  
Preparing petty cash book, quotations and invoices  
Preparing monthly P&L and balance sheet reporting  
Handling cash and bank transactions  
Ensure timely bank payments  
Handling mail communications  
Dealing with any queries from the auditor  
Preparing monthly reports for senior managers  
Reconcile accounts payable and receivable  
Examining expenses submitted by employees  
Preparing and checking time sheets

## EDUCATION

### B.com

Kannur university – 2012-15

### 10+2 Commerce

Secondary board of examination Kerala – 2010-12

### SSLC

Secondary board of examination Kerala – 2007-10