



**MUHAMMED RISHAL K.K**  
**ACCOUNTANT**

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## personal data

Father's Name: Rasheed KK  
Date of birth : 16.05.1999  
Sex : Male  
Nationality : Indian  
Religion : Islam  
Marital Status : Single

## Passport details

Passport No: U9952722  
Date of Issue : 22-06-2021  
Date of Exp. : 21-06-2031  
Place of Issue : Kozhikode

## Hobbies

Traveling  
Reading

## career objective

"To obtain a suitable position in a professional and dynamic organization which promises bright growth opportunities and to contribute the best of my abilities for the development of the organization".

## education

- ▶ B.COM (University of Calicut, Kerala)
- ▶ PLUS TWO (Board of Higher Secondary Education Kerala)
- ▶ SSLC (Kerala Board of Public Examinations)

## work experience

- ▶ **2 Year Experience in Accounts & Sales At MALABAR GOLD AND DIAMONDS - Hyderabad**

### KEY RESPONSIBILITIES

- ▶ Prepare daily sales report
- ▶ Prepare daily entries, receipts, and income lists
- ▶ Statements of settlements
- ▶ Preparing general ledger

## technical qualification

- ▶ POST GRADUATE DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (PGDIFA) from IPA Kerala (2019)
- ▶ Knowledge in SAP - Business On
- ▶ Knowledge in MS Office- (2018)
- ▶ Specialized in Tally ERP 9.0, Sage 50 & Quick Books Accounting Software

## Languages known

- ▶ English ▶ Malayalam ▶ Hindi

## personal profile

- ▶ Enthusiastic creative and willing to assume increased responsibility
- ▶ Ability to work under deadlines and as part of a team and Multi-Task Operations
- ▶ Confidence and positive thinking and high initiative with strong self-management skills

## declaration

I hereby declare that all the details furnished above are true and to best of my Knowledge.

Place: Perambra

MUHAMMED RISHAL K.K