



ABDUL RAHEEM K

CAREER OBJECTIVE

Detail-oriented professional with 14 years of experience and proven knowledge of accounting expertise, advanced budgeting/forecasting. Aiming to leverage my skills to successfully fill the accountant role at your company.

CONTACT

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INTEREST

- Book Reading
- Singing

EXTRA

- Understand Strategy
- Able to Manage and Lead group or team
- Keep up with the times

SOFT SKILLS

- Communication Skill
- Skills and ability to present complex information in an easy-to-understand format
- Strong Work Ethic

WORK EXPERIENCE

FINANCE MANAGER

Malabar College of Commerce and Science| April 2013 - August 2021

- Prepare accurate, timely financial reports of company expenditures following the established schedule
- Prepare, examine, or analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology
- Perform process analysis and communicate recommendations to management
- Process journal entries and correct records to ensure accuracy
- Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities. • Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Checked and verified purchase and sales invoices
- Managed and closely monitored daily cash and bank status and requirements
- Prepared bank reconciliations
- Prepared monthly reports

CHIEF ACCOUNTANT

Malabar Dental College and Research Centre| April 2011 - March 2013

- Operate computers programmed with accounting software to record, store, and analyse information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Process paperwork for new employees and enter employee information into the payroll system.

HARD SKILLS

- Knowledge of ERP and Microsoft Office
- Experienced with Tally, .
- Accounts payable and receivable
- Financial Accounting Skills, General
- Bank & Accounts Reconciliation,

EDUCATION

Masters of Commerce (MCOM) Periyar University,
2010 - 2012

Bachelor of Commerce Calicut University Kerala,
India 2004 – 2008

TECHNICAL QUALIFICATION,

- DCA (Diploma in Computer Application)
- DCFA (Diploma in Computerized Financial Accounting)
- CFA Tally (Computerized Financial Accounting)
- DE&OA (Data Entry & Office Automation)

PERSONAL DETAILS

- Date of birth : 30th December 1986
- Marital status : Married
- Nationality : Indian
- Passport No : T2000734
- Visa Status : Valid Visit Visa

- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Checked and verified invoices and vouchers
- Verified documents for journal entries and posted journal entries to ledger accounts
- Resolved discrepancies with existing accounts
- Maintain petty cash.
- Calculate and distribute wages and salaries.
- Handle bank transactions.

ACCOUNTANT

LBS Centre For Science and Technology | June 2007 - March 2011

- Received and recorded invoices and arranged payments.
- Prepares ledgers and annual budget reports
- Prepares journal entries for year-end audits
Verifies ledgers and prepare trail balance and P&L account

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