



# MUHAMMED RAFI K A

## Objective

Accountant with 6+ years experience in the ledger processes, reconciliation, and streamlining reports. Possess a Master of Commerce(M.com). seeking to leverage my professional expertise and experience into an accountant role as a corporate banker.

## Get in touch!

**Mobile:**

+974 50161625

**Email:**

Kamuhammedrafi@gmail.com

**Address:**

Doha - Qatar

## Personal Details

**Nationality:**

Indian

**Date of Birth:**

23/02/1994

**Gender:**

Male

**Marital Status:**

Married

## Academic History

**Master Of Commerce (M.COM)**

Affiliated to Calicut University | 2016

**Bachelor Of Commerce (B.COM)**

Affiliated to Calicut University | 2014

## Work Experience

**Finance Executive (Temporary Post)**

**Premier Plastic Company, Doha - Qatar**

**| 2021 November to 31st January**

- Sales Invoicing.
- Preparation of daily sales report.
- AR & Customer Ageing report preparation.
- Customer Credit Controlling.
- Monthly closing of the book of accounts and journal entries.
- Reporting to finance manager.

**Accountant**

**Dime International Mechanical Engineering, Doha-Qatar**

**| 2019 February to July 2021**

- Monthly management account preparation.
- Bank reconciliation, posting, and balancing.
- Preparation of month-end entries and performing monthly closing of books of Accounts.
- Reporting on AR and AP including aging analysis.
- Preparation of Reports on cost centers and profit centers.
- Sales Invoicing and customer follow-up, Filing of invoices.
- Fixed asset management, Depreciation calculation, and Accounts Posting.
- Weekly employees petty cash management.
- Prepare Journal entries and correct records for accuracy.
- Support year-end processes.
- Coordinating with external auditors.
- Inventory Management, Receipt, and issue of Inventory items, Physical stock verification, and issue of inventory reports to management.

## Technical Knowledge

- Oracle Customized ERP.
- Tally ERP.9.
- MS Office (Excel, Word, Outlook etc.).
- Advanced Certified Professional Accountant

## Languages Known

- English
- Hindi
- Arabic
- Malayalam

## QID Details

- QID No : 29435619383
- Expiry Date : 06/03/2023
- Noc : Available
- Transferrable : Yes

## Passport Details

- Passport Number : L 9038251
- Expiry Date : 27/04/2024

## Accountant

### **SAMAS Trading Contracting and Cleaning W.L.L Doha – Qatar | 2018 March to February 2019**

- Accounting of day-to-day transactions.
- Bank reconciliation, posting, and balancing.
- working with sales and purchase journals.
- Update accounts receivables and issue invoices.
- Petty cash management.
- Reporting on AR and AP including aging analysis
- Fixed asset management, Depreciation calculation, and Accounts Posting.
- Inventory Management.

## Accounts Assistant

### **Stepping Stone Accounting Consultancy - Kerala, India | 2016 May -2018 January**

- Accounting of day-to-day transactions, project accounting.
- Invoice processing and filing.
- Recording and filing cash transactions.
- Processing expense requests for the accountant approvals
- Updating and maintaining procedural documents.
- Monitoring daily communications and answering any queries.
- Liaising with third party providers and clients and suppliers
- Ensure payments amounts and records are correct.

## Declaration

I hereby declare that the above furnished information is true to the best of my Knowledge and belief.

**MUHAMMEDRAFI K A**