

RISHAD KK
QATAR

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Experienced: ACCOUNTANT



PROFILE SUMMARY

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. **Almost two and half years** of experience in field of **Account executive and Account assistant**. Currently working as an **Account executive in** Maharaj rajan and Mathew chartered accountant, India. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

EDUCATIONAL QUALIFICATION

- ❖ **B Com** (Finance) **Calicut University**, Kerala, India
- ❖ **M Com** (Finance) **MG University**, Kerala, India

EMPLOYMENT HISTORY

- ❖ Worked as an **Account Assistant** in Maharaj rajan and Mathew chartered accountant (01st September 2016 to 30th November 2018)

Work Experience

Maharaj Rajan and Mathew Chartered Accountants

Job title: ACCOUNTANT

Major duties

- Compute VAT, GST and prepare tax returns.
- Reconcile of general ledger accounts and journal entries and documentation for multiple legal entities.
- Resolving accounting discrepancies and expense variances on a timely basis.
- Preparing reports of accounts payable and accounts receivable and maintaining cash transaction and petty cash book along with day to day cash and bank transaction.
- Ensure reconciling of fixed assets, including capital in progress, depreciation calculations on a monthly basis.
- Balance sheet analysis, compile and analyze financial report including monthly and annual accounts.
- Accomplish various audits; ABC audit (Audit Bauer of Circulation), Tax audit, statutory audit, internal audit, Stock audit, Bank audit within in a span of time.

ACHIEVEMENT

- Recognized with unmatched performance award after successfully migrating from Great plain to People software and achieving service delivery excellence.

SKILLS

-  MICROSOFT OFFICE
-  HOT SOFT
-  SAP, QUICK BOOK
-  TALLY
-  WINMAN
-  ODOO
-  OPEN ERP

PERSONAL INFORMATION

- Gender :Male
- Marital Status :Single
- Date of Birth :April 07th 1994
- Nationality :Indian
- Passport No :S0299359

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.

Place: Doha

Date: March 2019

Rishad kk