

**AHAMMED RIFAYI A R**

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INDIA

**MOBILE:**

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**PASSPORT NO : P0621258**

**DATE OF ISSUE : 20.08.2016**

**DATE OF EXPIRY : 29.08.2026**

**PERSONAL DATA:**

DATE OF BIRTH : 15.12.1992  
GENDER : MALE  
NATIONALITY : INDIAN  
MARITAL STATUS : SINGLE

ABDUL  
FATHERS NAME : KHADER  
RAHEELA  
MOTHERS NAME : BEEVI

**LANGUAGES KNOWN**

ENGLISH, HINDI, MALAYALAM

**OBJECTIVE**

Looking for a long-term association of people oriented organization where individual talent, skill, honest and hard work are acknowledged and conducive work culture is provided. Intend to build a career with leading organization with commitment and dedication, which will help create an atmosphere for potentiality, efficiency and elevation of the career.

**SKILL SET****-Tally ERP9**

-Acme infinity ERP, Wings 21D ERP, Micro ERP

-Thorough knowledge of Accounting

-MS-OFFICE (WORD, EXCEL, POWER POINT)

-VAT, TDS, GST, ESIC, PF Preparation and filing

**ACADEMIC QUALIFICATION**

ACADEMIA	INSTITUTE	YEAR
B.COM	UNIVERSITY OF KERALA	MARCH 2014
+2,HIGHER SECONDARY BOARD OF EXAMINATION	GOVT H.S.S ELAMPA	MARCH 2011
SSLC	GOVT H.S.S ELAMPA	MARCH 2009

**PROFESSIONAL EXPERIENCE**

POSITION	COMPANY	DATE OF JOINING	DURATION
JUNIOR ACCOUNTANT	GAS AND EQUIPMENT FACTORY LLC	01.1.2019 TO 01.10.2019	
ACCOUNTANT	ROMANA DISTILLERY INDUSTRIES PVT LTD	15.03.2018 TO 01.10.2018	7 MONTHS
ACCOUNTANT	BHIMA JEWELLERS	12.01. 2015 TO 10.02.2018	3.2 YEARS

## **PROFESSIONAL SKILLS**

- UAE VAT Checking and Return E- Filling
- Invoice processing and rental follow up
- PDC Cheque Management
- GST,VAT,TDS,ESIC,PF Preparation and filing
- Salary preparation and disbursement
- Managing petty cash transactions
- Bank reconciliation
- Vendor and Branch reconciliation
- Preparation of stock statement
- Stock taking and verifying
- Passing journal and purchase ad sales entries in Tally
- Monthly and yearly sales and expenses comparison
- Controlling credit and chasing debt
- Prepares payments by verifying documentation, and requesting disbursements.
- Month end and year end process
- Substantiates financial transactions by auditing documents.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.

## **STRENGTHS**

- Excellent interpersonal and applicant assessment skills.
- Ability to develop, propose and implement strategies and plans.
- Strong counseling skills.
- Sound knowledge of Accountancy applications.
- Good analytical skills.
- Best in 'Communication skills'.
- In-depth knowledge of the latest technological advances.
- Strong analytical, problem solving, organizational ability
- Ability to deal with people diplomatically
- Willingness to learn

## **HOBBIES**

- Music
- Movies
- Playing cricket.
- Travelling.

## **DECLARATION**

I hereby declare that the details and the curriculum information given above about me are true. Hence, please take this resume into consideration to work in your esteemed organization which will allow my skills to be developed and make your company a successful and prestigious one.

PLACE

DATE

AHAMMED RIFAYI A R