



# MOHAMMED RAFEEL K

Accountant cum Administrator

+91 97470 73452  
rafeekpkd@gmail.com  
Palakkad, Kerala, India

## ABOUT ME

Willing to take up responsible position with any reputed firm that will be utilized to strengthen the organization in Accounting and Administration areas where I can contribute my knowledge and skills secured through experience, hard work and motivation to form a full-fledged project team. I trust in success of hard work and dedication in service with full confidence.

## EDUCATION

**Master of Business Administration (Finance)**

Bharathiyar University  
Coimbatore

**Bachelor of Commerce with computer application (B.com Ca)**

Mount Seena arts & science collage  
Palakkad, Kerala

## EXPERTISE

Financial Analysis  
Strategic Planning  
Regulatory Compliance  
Software Proficiency  
Auditing and Internal Controls  
Client Relationship Management  
Process Optimization  
Cash Flow Management  
Financial Reporting

## LANGUAGE

English  
Hindi  
Malayalam  
Tamil

## WORK EXPERIENCE

- Oct 2019- Present  
Arabian delight events and caters | Palakkad, Kerala  
Chief Accountant cum Administration  
Proven track record as Chief Accounts cum Administrator at Arabian Delight Events and Caterers, demonstrating expertise in financial management, strategic planning, and administrative leadership. Successfully ensured regulatory compliance, optimized processes, and fostered effective team collaboration.
- Nov 2018 - Jan 2019  
Corass Builder's and Developer's LLC  
Accountant  
Accomplished Accountant with valuable experience at a leading construction and development firm. Proficient in financial management, regulatory compliance, and meticulous financial reporting. Adept at optimizing processes to contribute to the company's financial success.
- 2014 - 2018  
Top Notch Bakers Group | Palakkad, Kerala  
Assistant Accountant cum Administrative Assistant  
I Diligent Assistant Accounts cum Administrative Assistant with experience at a prominent bakery group in Palakkad, Kerala. Demonstrated proficiency in financial tasks and efficient administrative support. A reliable contributor to streamlined operations and team collaboration.

## REFERENCES

**Mr. Yousuf**  
MD | Arabian Delight  
Phone: +91 9846633824

**Mr. Rizwan**  
Managing Partner | Top Notch Bakers  
Phone: +91 9633244999