Hafeel Rahman

Accountant

To gain relevant management experience and be a formidable force in the development of the Organisation. I want to succeed in an environment of growth and excellence to meet personal and organisational goals.

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# SKILLS

Microsoft office      adobe photoshop     

tally and SAP      team work ability     

communication skill      leadership skill     

negociation skill presentation skill

## Accountant

### Hallmark Technical Services

*02/2016 – 07/2017*

*Achievements/Tasks*

proper book keeping and data entry Maintaining records of purchases and sales

# WORK EXPERIENCE

*Barka, Sultanate of Oman*

Preparation of Cash inflow and outflow statements Prepare and analysis of bank reconciliation statements preparing petty cash, P & L A/c and balance sheet

Preparation of invoice, DO, Quotation, BOQ and LPO and all other documents handling cash receivables and payables

## Unit Manager

### ICICI Prudential Life Insurance

*06/2015 – 01/2016*

*Achievements/Tasks*

To recruit team of Insurance Advisors as per the corporate strategy Provide necessary study materials to advisors to get the license from IRDA Train them about the products and services

To ensure and maintain levels of productivity as prescribed

## Administration

### Qpisquare Pvt. Ltd

*11/2013 – 04/2015*

*part time job Achievements/Tasks*

Editing photos for wet sites

Preparation documents for client. Handling calls from customer

*(Thrissur, Kerala*

*(Bangalore, India)*

# FUTURE GOALS

#### To become senior level/top level manager within 5 years

**MBA (Finance and marketing)**

Presidency College

*08/2013 – 07/2015*

# EDUCATION

*Bangalore, Karnataka*

## BBM (Finance)

### Bishop Cotton

*07/2010 – 06/2013*

*Bangalore, Karnataka*

#### A study on capital budgeting At ARC contraction

**PROJECTS**

One month project work on capital budgeting on ARC contraction Malappuram, Kerala in the year of 2013 as a part of BBM syllabus

#### A Study on working capital management at Infosys company

One month project work on working capital management on Infosys company in the year 2015 as a part of MBA syllabus

#### An overall study of function and process of an organisation

One month internship at Grand International Exporters Pvt Ltd as a part of MBA syllabus

# VOLUNTEER EXPERIENCE

Working as a volunteer for a local charity, handling all their cash accounts.

#### Academics

**ACHIEVEMENTS**

Sports

*Participated in cricket tournament and football tournament in Inter college competition held at Indian Academy college, Bangalore and Garden City college, Bangalore*

*Participated in national football tournament � Won over all championship in school , college and district athletic meet � Set an new record on high jump district amateur meet � Won 2nd place in high jump at national athletic meet*

#### cultural

*Participated in drama at school arts festivals � Participated in dance and fashion show at college festivals � Participated in blood donation camp*

# LANGUAGES

English      Malayalam     

Hindi      Arabic     

# INTERESTS

badminton

movies

football

swimming

**DECLARATION**

#### I hereby declare that the statements made above are true, complete and correct to best of my knowledge

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