




RIXAN V.R

ASSISTANT ACCOUNTANT

ABOUT ME

As an Accounting Assistant, I am committed to maintaining the utmost accuracy and integrity in financial processes. I am meticulous in my work and take pride in ensuring that financial data is organized and up-to-date. I am eager to contribute my skills and work collaboratively with the accounting team at your company.

CONTACT DETAILS

 [+971 58 226 7718](tel:+971582267718)

 rixanvr3@gmail.com

 [linkedin.com/in/rixan](https://www.linkedin.com/in/rixan)

 Tecom -Dubai

WORK EXPERIENCE

Mira Vision Training Center - Tecom Dubai

| Business Development Manager - Nov 2019 - Present

Golden Future Advertising - Deira Dubai

| Junior Accountant - Jul 2019 - Nov 2022

Greens International Trading LLC - Sharjah

| Financial Team Assistant - Feb 2017 - Apr 2019

PERSONAL DETAILS

Date of Birth : 15/09/ 1993

Marital Status : Single

Nationality : India

Passport No : M92676678

Visa Status : Visit Visa

LANGUAGES

- English
- Hindi

SOFTWARE

- Tally ERP Prime
- Microsoft Excel & Word
- Canva & Adobe InDesign

COMPETENCY IN THE SECTOR

- Accounts Payable and Receivable
- General Ledger Maintenance & Bookkeeping
- Reconciliation
- Financial Reporting
- Data Entry and Maintenance
- Assistance with Audits
- Communication and Collaboration -Clients
- Recording Financial Transactions
- Career Development & Goal Setting

EDUCATION

University of Calicut - Kerala-IND

Bachelor of Commerce -Finance - 2012 -14