

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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Muscat 📍

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SKILLS

Microsoft office	●	●	●	●	●	adobe photoshop	●	●	●	●	○
tally and SAP	●	●	●	●	●	team work ability	●	●	●	●	●
communication skill	●	●	●	●	○	leadership skill	●	●	●	●	○
negociation skill	●	●	●	●	○	presentation skill	●	●	●	●	●

WORK EXPERIENCE

Accountant

Hallmark Technical Services

02/2016 – 07/2017

Barka, Sultanate of Oman

Achievements/Tasks

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

(Thrissur, Kerala)

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

(Bangalore, India)

part time job

Achievements/Tasks

- Editing photos for wet sites
- Preparation documents for client.
- Handling calls from customer

FUTURE GOALS

To become senior level/top level manager within 5 years

EDUCATION

MBA (Finance and marketing)

Presidency College

08/2013 – 07/2015

Bangalore, Karnataka

BBM (Finance)

Bishop Cotton

07/2010 – 06/2013

Bangalore, Karnataka

PROJECTS

A study on capital budgeting At ARC contraction

- 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.

ACHIEVEMENTS

Academics

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

Sports

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 ● ● ● ● ●
Hindi ● ● ● ● ○

Malayalam ● ● ● ● ●
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