



MOHAMMED RAQIB

JUNIOR ACCOUNTANT

CONTACT

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- Al jurf 2 , ajman

EDUCATION

2019–2022
SHREE DEVI COLLEGE

- Bachelor of commerce
- (b.com) first class -6.33

2017–2019
YENOPOYA UNIVERSITY

- PUC- PRE UNIVERSITY
- 12 TH- FIRST CLASS

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- kannada (Fluent)

PROFILE

I have overall 2.8 years of experience as an Accountant and Auditor. Skilled financial analysis, financial management, and auditing. Proven track record of providing strategic financial guidance and support to senior management. I have ability to work Accurately under pressure and meet deadline. I'm eager to apply my extensive experience to a dynamic team and achieve business success.

WORK EXPERIENCE

Welkin gulf expert (Dubai)
junior accountant -9 months

06/2024-02/2025

- Assisted in maintaining accurate financial records by entering and verifying transaction in the Zoho books system.
- Prepared verify, and process invoices and expense report.
- Track and follow up on pending payments and overdue accounts.
- Assisted in preparing documentation for audits and tax fillings.
- Managed tax compliances, including filling of sales tax and VAT return

Bilal Associates (Auditor and Tax Practitioner) Mangalore, India
junior accountant -1.8 years

10/2022-05/2024

- Accurate Record Keeping: Maintained precise financial records, including ledgers and statements.
- Thorough Reporting: Created financial reports like balance sheets and income statements.
- Managed organized records of financial documents, including receipts, invoices and payment .
- Utilized excel, prepare a monthly list of all payable transactions to submit to the owner for review.

CERTIFICATION & TECHNICAL SKILL

- Completed warehouse Management in Logistics & Supply Chain course
- via Udemy -December 2023.
- Certified in MS Office.
- Certified in Tally.

ABOUT ME:

Driving licence holder- India
Marital status - single
Birth 13/05/2001
Place of birth- Karnataka, India