



# MOHAMMED RAQIB

JUNIOR ACCOUNTANT

## CONTACT

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## 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)

06/2024-02/2025

#### junior accountant -9 months

- Assited 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

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