



# KHALEELU RAHIMAN A.K

## CONTACT

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Al Nahda, Dubai, UAE

## EDUCATION

- ④ M.Com course completed from University of Calicut, Kerala.
- ④ B. Com passed from University of Calicut, Kerala.

## TECHNICAL TRAINING

Diploma in various IT related courses such as Advanced Computer Applications (DACA), Computerized Financial Accounting (DCFA), Computerized Office Management (DCOM), Oracle Developer 2000 and Travel & Tourism.

## PROFESSIONAL STRENGTHS

- ④ 26 Years Professional Experience in Accounting, Finance and Administration. Those were under Trading, Contracting and Transport Companies.
- ④ Expert Knowledge of Tally ERP9, SAP ERP, Profit, iTrade, Quick Books 2015, Quick Books Online, Sage Peachtree, Xero Accounting, DacEasy, Focus, MYOB, PHP, MySql, HTML, JavaScript, CSS, MS-Words, Power Point, Outlook & Internet.
- ④ Well proficient on handling bulk data by using MS Excel, MS Access and ASCII files. Very expert to make complex accounting and financial summarized reports to make right management decisions.
- ④ Accounting up to finalization and Preparing of all accounting statements and reports.
- ④ Enthusiastic, creative and willing to assume increased responsibility

## PERSONAL DETAILS

**Nationality** → Indian  
**Sex** → Male  
**Date of Birth** → 21st May 1974  
**Marital status** → Married.  
**Visa Status** → Employment Visa - Accountant (Transferrable)

## OBJECTIVE

Seeking Accountant / Assistant Accountant / Administrator/ Manager position in Accounting / Finance/ E-Business Department where my skills & abilities can be utilized in its best ethics to any Business category.

## EXPERIENCE

### ④ 2019 Feb – Till date

Accountant of Jscm Building Materials, Dubai, UAE.

### ④ 2016 Jun – 2018 Dec

Accountant of Kerala Cyber City Company, Kochi, Kerala, India.

### ④ 2008 Dec – 2016 Feb

Accountant General of City Moon Luxury Car Transport LLC, Dubai.

### ④ 2006 February – 2008 July

Payroll Accountant of Al Wadaihi Contracting Company, Abu Dhabi, UAE.

### ④ March 2001 – 2006 January

Accountant General of Trade Channel International Trading Co. LLC, (Exporter & Wholesaler of Lightings & Fixtures) Dubai, UAE.

### ④ January 1999 – February 2001

Accountant-cum-Computer Operator, Almas Gold Souk, One of the biggest Gold Jewelry at Kasaragod, Kerala

## EXTRA ACHIEVEMENT

I am providing page level videos for the Holy Qur'an through [www.quran.surf](http://www.quran.surf) and those are highlighting the Qur'an text portion along with beautiful recitation.

## LANGUAGE

English, Malayalam,  
Hindi and Arabic  
(Read and write)

## REFERENCE

→ [www.quran.surf/cv1/](http://www.quran.surf/cv1/)  
→ More references will provide upon request