
CURRICULUM VITAE

Rafeekh Kulathingal
CMA Inter., Bcom, PGDCA
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Passport No. T8988919

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CAREER OBJECTIVE:

To obtain a challenging and meaningful position and utilize my professional knowledge and experience in the field of finance that allows advancement, so that I can contribute to the growth of the organization.

ACHIEVEMENTS:

Completed **CMA Inter, B.com** and related Diploma Courses and **10+** Years of Gulf Experience as Accountant.

- ❖ **5 years** of experience as Accountant in a reputed multinational Main Contractor Construction Company "**SEG Qatar. W.L.L, Kuwait operation** (continuing)
- ❖ **5 years** of experience as Accountant in a reputed multinational Pre-cast company "**United Precast Concrete Qatar. W.L.L** (2012-2017)
- ❖ Having Qatar Driving License.

DUTIES & RESPONSIBILITIES

Managing Cash Desk:

- ❖ All petty cash expenses recording in **ORION** and **Epromis** with accurate expense classification and adequate backups.
- ❖ Generate petty cash vouchers, secure approvals and reimbursements.
- ❖ Filing and safekeeping of Petty Cash Vouchers in numerical order.
- ❖ Process reimbursements for imprest cash holders.
- ❖ Responsibility of safekeeping of Petty Cash box

Accounts Payable:

- ❖ Review of Sub-contract agreement and Subcontractors Payment certificate (SIPC) and arrange the payment for them.
- ❖ Review LPO's and ensure that all required approval and documents are complete such as material request, quotations, and justification note.
- ❖ Review invoices from suppliers and contractors, and ensure that the figures are balanced with LPO's and contract terms and conditions.
- ❖ Bill registration (Invoice processing).
- ❖ Preparation of payment for suppliers as per due date of their invoices.

- ❖ Dealing with the suppliers regarding supply of materials, payments, and other business related matters.
- ❖ Filing of paid & unpaid invoices.
- ❖ Preparation of daily, weekly, monthly cash flow.
- ❖ Bank reconciliation
- ❖ Preparation of monthly operational reports and submit to the management.
- ❖ Coordination with different departments like purchase, store, production, design, project & QC etc.
- ❖ Opening of Letter of Credit to the suppliers and the subcontractors as per the contract term.
- ❖ Maintaining the file for the Bank Guarantees received from suppliers/subcontractor and arranging Bank Guarantees for the clients.
- ❖ Performs any extra task assigned by the Finance Manager.

Accounts Receivable:

- ❖ Invoice preparation as per the production or erection of elements.
- ❖ Issuance of proper receipts to customers and recording of the same thru system.
- ❖ Allocation of receipts against the client Statement of Accounts and make necessary clarification as required on partial payments made.
- ❖ Monitoring and updating client Statement of Accounts.
- ❖ Run all billing through the system. Check all invoices according to LPO submitted.
- ❖ Ensure timely deposit of all cash and cheque collections into bank.
- ❖ Receipts accounted in the system are reconciled with the Bank Statement.
- ❖ Ensure regular follow-up via telephone / email made to maintain good business relation.
- ❖ Timely reporting of accounts exceeding credit limits.
- ❖ Preparation of commercial invoice for **L/c payment**.
- ❖ Maintain the list of client's L/c and remind then to renew before the expiry date.
- ❖ Preparation of **Advance Bank Guarantee** and **Performance Bond** for client.
- ❖ Maintain the list of guarantees for client and suppliers. And extend the period as per the request.

General Accounting:

- ❖ Reconciliation of all account.
- ❖ Finalization of Account
- ❖ Prepare Profit/Loss Account with the help of ERP system
- ❖ Prepare Balance sheet
- ❖ Arrange required documents for Audit work.

EDUCATIONAL PROFILE:

YEAR	EXAMINATION	INSTITUTION	BOARD/UNIVERSITY
2010-2012	CMA Inter	The institute of cost accounts of India	Statutory body under an Act of Parliament
2007-2010	B.com	Presidency college of management	University of Calicut

PRACTICAL TRAINING:

- ❖ P.G Diploma in Computer Application (PGDCA)
- ❖ Diploma in Computerized Financial Accounting

COMPUTER KNOWLEDGE

- ❖ Advanced Knowledge in MS Excel including Vlookup, Index, Sumif, Sumifs, and Pivot Table etc.
- ❖ M.S office (word, excel, power point, access)
- ❖ Adobe. Page maker.
- ❖ C, C++, VB
- ❖ Tally, Orion

AREAS OF INTEREST:

- ❖ Financial Accounting
- ❖ Cost and Management Accounting
- ❖ Income Tax
- ❖ Banking function

PERSONAL DETAILS

Date of birth	:	3rd April 1990
Father's name	:	Kunhimammed.k
Mother's name	:	Fathima
Religion	:	Muslim
Nationality	:	Indian
State	:	Kerala
Gender	:	Male
Language known	:	Malayalam, English, Hindi, Arabic
Marital status	:	Married.

PASSPORT DETAILS:

Passport No.	:	T8988919
Date of issue	:	20-01-2020
Date of expiry	:	19-01-2030

DECLARATION

I hereby declare that the above statement are true, complete and correct to the best of my knowledge and belief.

Place: Kuwait

Date: 17.05.2022

Signature

