** RIZWAN**

Rizwan.384999@2freemailcom

UAE



**Career Objective**:A determined and proactive individual, seeking a career to utilizeknowledge and experience at a reputed organization so as to take responsibility and contribute significantly.



**PROFESSIONAL EXPERIENCE**

**2 years of experience in leading companies in Kerala, India**

**RAFA BUILDERS AND DEVELOPERS, Kannur, Kerala, India.**

RAFA BUILDERS AND DEVELOPERS, is a private firm providing their services for clients for Project Management, Contracting & Developing. It mainly deals with Designing, Planning & Construction of Residential & Commercial building projects.

**Associate – RAFA BUILDERS AND DEVELOPERS (January 2016 to September 2018)**

1. Create Project accounts in the accounting system. Maintaining project related records such as Project Contracts and Subcontract agreements.
2. Preparing and Posting Payments Vouchers in Tally for Purchased Materials by verifying documentation.
3. Making payments for purchase of materials, Sub-contractors & weekly manpower wages.
4. Maintaining Petty Cash Expenditures incurred at the project sites.
5. Review all invoices for appropriate documentation and approval prior to payment.
6. Use the marketing concepts of deal structure and constructions, Sales strategy to identify challenges, facing our prospective merchants and propose marketing solutions.
7. Present sales report, customer interference etc.
8. Cold call and set appointments to meet with new and part merchants for the purpose of construction.
9. Present the company as a unique alternative form of advertising for local business.
10. Records customer enquiries by documenting enquiry and responses in customer accounts.
11. Accomplished customer service and organization mission by competing related results as needed.

**Educational Qualification:**

B.com – Bachelor of Commerce specialization in finance, passing year 2017

**Other Qualifications:**

* **Achieved Microsoft Office Specialization Certificate**

**Accounting Software:**

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* Tally ERP 9

**CORE COMPETENCIES:**

* Dynamic and multitalented professional with strong analytical, quantitative, problem-solving and presentation skills.
* Equipped with the knowledge of market trends, analysis, and financial subjects.
* Excellent communication in written and verbal English.
* Efficient and Hardworking.
* Quick learner.

**IT Skills:**

* MS Word
* MS Excel (V Lookups, Pivot Tables)
* MS PowerPoint
* MS Outlook

**Other Skills:**

* Proficient in English, Hindi, and Malayalam.

**ACHIVEMENTS AND AWARDS:**

Won Inter College Football League (2016 – 2017)

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|  |  |  | **PERSONAL DETAILS** |  |
| Date of Birth | : | 09th March 1995 |
| Languages | : | Malayalam, English& Hindi. |
| Religion | : | Islam |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Visa Status | : | Visit Visa  |
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Reference will be furnished upon request.