

ABDUL RAHITH PUTHAN VALAPPIL

ACCOUNTANT

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with experience in financial reporting, ledger management, and tax compliance. Skilled in handling cash operations, foreign exchange transactions, and bank reconciliations. Proficient in managing accounts payable & receivable and preparing accurate financial statements. Experienced in GST filing and supporting internal audits. Committed to delivering timely and compliant financial operations.

WORK EXPERIENCE

CHIEF CASH OFFICER

(2023 – 2025)

AIKO Hypermarket LLC (A Division of Abreco Group of Companies)

- Supervised daily cash handling operations across multiple counters to ensure accuracy and compliance.
- Managed cashier team schedules, training, and performance monitoring.
- Verified end-of-day cash reports, reconciliations, and banking processes.
- Ensured implementation of company policies for secure and efficient cash management.
- Coordinated with finance and audit departments for regular internal reviews.
- Resolved customer and cashier-related issues promptly, maintaining service quality.

ACCOUNTANT

(Feb 2023 – Sep 2023)

Grand 24/7 Super Market, Akoya Building, Damac Hills 2, Dubai

- Maintained accurate records of daily sales, purchases, and expenses.
- Handled accounts payable/receivable and performed regular reconciliations.
- Prepared financial reports and submitted monthly summaries to management.
- Monitored inventory and coordinated with procurement for restocking.
- Ensured compliance with local tax regulations and financial policies.
- Supported audits by organizing and presenting financial documentation.

ACCOUNTANT

(2022-2023)

NANDILATH G-MART – KOZHIKODE, KERALA, INDIA

- Managed daily accounting tasks including ledger entries, invoicing, and reconciliations.
- Maintained accurate records of sales, purchases, and expense tracking.
- Prepared monthly financial statements and submitted reports to management.
- Processed GST filings and ensured compliance with statutory requirements.
- Coordinated with auditors for internal financial reviews and reporting.
- Utilized Tally Prime and Microsoft Excel for efficient financial data handling.

ACCOUNTANT

(2021-2022)

STEPPING STONE ACCOUNTING CONSULTANCY (SSAC) – KOZHIKODE, KERALA, INDIA

- Assisted in bookkeeping, accounts payable/receivable, and bank reconciliations.
- Supported clients in preparing tax documents and filing GST returns.
- Handled client communications regarding account updates and clarifications.
- Maintained data accuracy using SAP Business One and Sage 50.
- Generated financial reports for small businesses and consultancy clients.
- Ensured adherence to accounting principles and company procedures.

KEY SKILLS

- Financial Reporting
- Accounts Payable & Receivable
- General Ledger Management
- Tax Filing & GST Compliance
- Bank Reconciliation
- Cash Handling & Reconciliation
- Foreign Currency Exchange Operations
- Billing & Invoicing
- Inventory Accounting
- MS Excel (Formulas, Pivot Tables)
- Customer Service & Communication

EDUCATION

- **BACHELOR OF COMMERCE** (2018 - 2021)
PVS COLLEGE OF ARTS & SCIENCE
AFFILIATED TO THE UNIVERSITY OF CALICUT, PANTHEERANKAVE, KOZHIKODE, KERALA, INDIA
- **HIGHER SECONDARY** (2016-2018)
CALICUT ISLAMIC HIGHER SECONDARY SCHOOL
MATHARA, KOZHIKODE, INDIA.
- **SSLC** (2015-2016)
GVHSS MEENCHANDA , KOZHIKKODE

COURSE

- **ACCOUNTING** (2022)
Shaju Building, Nadakkavu East, Kozhikode, Kerala

SOFTWARES & TOOLS

- SAP Business One
- SAP FICO
- Sage 50 Accounting
- Tally Prime
- Microsoft Office (Word, Excel, PowerPoint, Outlook)

ADDITIONAL INFORMATION

- Date of Birth : 04/02/1999
- Nationality : Indian
- Passport No : V8217813
- Visa Status : Resident Visa
- Languages : English, Hindi, Tamil, Malayalam, Arabic

