

# ABDUL RAHAMAN RAIN

Doha, Qatar  
31182794  
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## Objective

I am looking as Account clerk job position to best my previous experience and Qualifications to grow my further Accounting knowledge as a Senior level.

## Experience

- Happy moments Trading , Doha Qatar** 2023 - Still  
Accountant Clerk
  - Recording day-to-day financial transactions in ledgers or accounting software.
  - Handling invoices, processing payments, and tracking outstanding accounts.
  - Sending payment reminders and checking that payments are made on time.
  - Assisting with payroll calculations and checking employees are paid correctly and on time.
  - Checking all accounts are balanced and classified correctly within the general ledger.
  - Assisting in preparing financial statements
- Karn & Associates Nepal** 2021 - 2022  
Data Entry Clerk
  - Invoice Sales and purchase bill Entry
  - Payment receipt voucher and payment entry
  - Entry Through different Account software in Busy, tally

## Education

Course / Degree	School / University	Grade / Score	Year
Higher Secondary School ( 12th )	Model Multiple College	A	2021

## Skills

- Attention to Detail
- Basic Accounting Knowledge
- Technical proficiency
- Communication

## Languages

- English
- Hindi
- Nepali
- Basic Arabic and malayalam

## Personal Details

- Date of Birth : 10-09-2002
- Marital Status : Single
- Nationality : Nepal
- Gender : Male
- Qid No. : 30252406094
- Qid No.Expiry : 13-07-2026
- Passport No. : 12589766
- Passport Expiry : 22-12-2031

## Signature

- ABDUL RAHAMAN RAIN