

# RAHNAS OTHIYORATH

Admin Executive | Document Control | Account Assistant

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📍 Doha , Qatar



## EXPERIENCE

### Admin Executive

#### Apex Global Visa Services

📅 2023 - 2024 📍 Dubai

- Oversee document control processes including the preparation, scanning, filing, and archiving of all company-related documents (contracts, reports, drawings, etc.).
- Implemented a streamlined filing system
- Ensure all documents are in compliance with company standards and regulatory requirements.
- Manage and track document revisions, ensuring timely and accurate version control.
- Coordinate with cross-functional teams to ensure smooth flow of information and documentation.
- Handle daily office administration tasks including scheduling meetings, managing office supplies, and handling incoming calls and emails.
- Prepare and maintain reports for management, ensuring accuracy and timeliness.
- Assist in the onboarding process by maintaining personnel records and updating databases

### Admin Cum Document controller

#### Future Talant Marketing Management

📅 2022 - 2023 📍 Qatar

- Organize, categorize, and file documents in both physical and digital formats
- Ensure documents adhere to company policies and regulatory requirements
- Distribute documents to relevant teams, clients, or stakeholders as needed
- Ability to maintain confidentiality and handle sensitive information
- Provided administrative support to a team of staff members, ensuring efficient day-to-day operations.
- Managed document filing system, improving document access.
- Coordinated meetings and prepared meeting materials and minutes.
- Developed and maintained filing system for both physical and electronic records, ensuring compliance with organizational policies.
- Assisted with managing office inventories and ordering supplies

### Asst, Accountant

#### Comfort Group

📅 2017 - 2021 📍 Qatar

- Perform daily accounting tasks such as recording financial transactions, verifying invoices, and processing payments.
- Reconcile bank statements, credit card statements, and general ledger accounts to ensure accuracy and compliance with financial policies.
- Assist in preparing monthly financial reports, balance sheets, and profit & loss statements for management review.
- Maintain and update accounts payable and receivable, ensuring timely processing of vendor invoices and customer payments
- Assist in the preparation of budgets and forecasts, providing financial analysis and reporting to management.
- Support audit preparation by gathering and organizing financial documents and responding to auditor inquiries.
- Ensure compliance with company policies and industry regulations related to accounting and financial reporting.
- Perform general office administration, including maintaining financial records and managing filing systems for easy retrieval of documents.
- Assist in payroll processing and ensure all payroll-related taxes and deductions are accurately calculated

## SUMMARY

Experienced Admin Cum Document Controller with over 6 years in providing comprehensive administrative and document management support. Skilled in organizing, archiving, and maintaining both digital and physical documents, ensuring smooth workflow, and fostering efficient office operations. Adept at utilizing document management systems and improving organizational processes. Strong communicator with a focus on accuracy and confidentiality

## KEY ACHIEVEMENTS



### Document Project Leader

Led document management project, reducing retrieval time by 40%.



### Meeting Coordination

Increased meeting coordination efficiency by 25%.



### Invoice Processing

Processed 500+ invoices monthly with 99% accuracy.



### Travel Arrangements Management

Managed 200+ travel arrangements with zero scheduling conflicts.

## LANGUAGES

### Arabic

Advanced



### English

Native



### Hindi

Native



## EXPERIENCE

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### Juinior Accountant

#### BlackHawk Technology

📅 2015 - 2017    📍 Dubai

- Managed the processing of invoices, payments, and receipts for the company's operations.
- Assisted in maintaining the general ledger and ensuring the proper coding of transactions.
- Supported the preparation of monthly, quarterly, and annual financial reports for management review.
- Performed bank reconciliations and assisted with the resolution of discrepancies.
- Maintained accurate records of financial transactions and supported senior accountants in day-to-day accounting tasks

## EDUCATION

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### Bachelor of Commerce (B.Com)

#### University Of Calicut

📅 01/2011 - 01/2014    📍 Kerala, India

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### Professional Diploma In Financial Accounting

#### Routronix

📅 01/2014 - 01/2015    📍 Kerala, India

- Indian and foreign accounting

## SKILLS

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Document Control & Management

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Office Administration

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File and Record Management

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Data Entry & Management

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Archiving & Retrieval Systems

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MS Office Suite

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Word, Excel, PowerPoint, Outlook

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Zoho book

Customer Service

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Multi-tasking & Problem Solving

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