



# MUHAMMED RAFID NK

Financial Accountant

🌐 nkrafidyusuf@gmail.com  
☎️ +974 7037 3177  
🏠 Doha, Qatar  
in Muhammed Rafid NK

## SUMMARY

---

Detail-oriented Financial Accountant with over four years of UAE experience in accounting, payroll, credit control, VAT compliance, and financial documentation within the trading and event management sector. Skilled in maintaining accurate financial records, preparing financial statements, reconciling accounts, managing vendor and client payments, and supporting audits. Proficient in accounting software including QuickBooks and Zoho Books, with strong expertise in Advanced Excel and automated reporting. Known for accuracy, reliability, and strong organizational skills in fast-paced environments.

## KEY HIGHLIGHTS

---

- Financial Accounting & Reporting
- Accounts Payable & Accounts Receivable
- Payroll Processing
- VAT Filing & Compliance (UAE)
- Reconciliation (Bank, Vendor, Customer, Statement)
- Credit Control & Collections
- Financial Documentation & Audit Support
- Budget Tracking & Expense Monitoring
- Advanced Excel (Pivot Tables, VBA Automation, Dashboards)
- QuickBooks, Zoho Books, MS Office

## WORK EXPERIENCE

---

**Excellent Star Cosmetics Trading LLC - Dubai, UAE (Financial Accountant / Admin) Jun 2019 - Aug 2025**

- Managed day-to-day accounting operations including data entry, general ledger updates, and financial documentation.
- Prepared monthly financial statements, expense reports, and project-based cost summaries for management review.
- Handled accounts receivable, coordinated with clients on outstanding payments, and ensured timely collections.
- Supported accounts payable by reviewing supplier invoices, preparing LPOs, verifying documentation, and processing payments.
- Assisted in preparing VAT returns and maintained compliance with UAE Federal Tax Authority (FTA) regulations.
- Managed staff payroll processing, attendance tracking, and overtime calculations.
- Prepared financial documentation required for internal and external audits, ensuring transparency and compliance.
- Automated recurring financial reports using Advanced Excel and VBA, improving accuracy and reducing manual workload.
- Coordinated with procurement and project teams for budgeting, purchase orders, cost approvals, and inventory documentation.
- Maintained organized financial records, supplier files, project reports, and credit control documentation.

## EDUCATION

---

### **B.COM (FINANCE)**

University of Calicut, India

2014-2017

## TECHNICAL PROFICIENCIES

---

- Finance & Admin Tools: QuickBooks, Zoho Books, MS Office
- Advanced Excel: Automation using VBA, Payroll Sheets, Attendance Reports
- Other Skills: Recruitment coordination, Employee record management, Office administration, Documentation & reporting

## ADDITIONAL INFORMATION

---

Date of Birth : 20/11/1996

Nationality : Indian

Languages Known: English, Hindi and Arabic

Driving License : Yes