



# RAZWIN AHAMMED AR

## ACCOUNTANT



**RAZWIN AHAMMED AR**  
D.O.B- 25-03-1997

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**THANEE,**  
**CHAKKARAKKAL,P.O**  
**MAMBA**  
Kannur Dist - 670611  
Kerala,INDIA.

### CAREER OBJECTIVE

To work in progressive and growing organization where my skills are realized and my knowledge is enhance for my personal development as well as for the benefit of the organization

### EDUCATION

- **BBM (BACHLOR OF BUSSINESS MANAGEMENT)**
- **HIGHER SECONDARY (KERALA STATE)**
- **SSLC (KERALA STATE)**

### PASSPORT DETAILS

**Passport No : N8232558**  
**Date of Issue : 01-03-2016**  
**Date of Expiry : 28-02-2026**  
**Place of Issue : Kozhikode**

### SKILLS

#### WORK

MS OFFICE

IDS FORTUNE

#### PERSONAL

ADAPTABILITY

TEAM PLAYER

PUBLIC RELATION

CREATIVITY

### EXPERIANCE

- Working as an Accountant at Laialy Zaman Restaurant. (Manama, Bahrain)
- Worked as a Supervisor at OYO (1 year).
- Junior Accountant at Ruby Gold (1 year).
- Managed accounts payable, accounts receivables and pay roll department.
- Performed general office duties and administrative task.
- Monitored and recorded company expenses.
- Checking of bills, invoices, etc.

## RESPONSIBILITY

### COMMUNICATION

OPTIMISTIC  
LEADERSHIP  
ADAPTABILITY

- Give instructions and orders to subordinates
- Be held responsible for the work and actions of Other employees
- Assign jobs to subordinates
- Train subordinates
- Enforce rules
- Solve routine daily problems
- Organize the group work
- Discipline subordinates
- Carry out policies passed down a hierarchy from the level above.
- Ensure great customer service at all levels.
- Ensuring that the work environment is safe, secure and healthy.
- Approving working hours.
- Maintain good relationship with subordinates.

### COMMUNICATION

ENGLISH  
HIINDI  
MALAYALAM

## BAHRAIN LIC.DETAILS

**LIC.No** : 970330812  
**Date of Issue** : 18-08-2020  
**Date of Expiry** : 17-08-2025

## DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge.

**DATE** :

**PLACE** :

**RAZWIN AHAMMED AR**