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# RISWAN PARAKKAL

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Flat 23, Building No 52  
Road No.201 Block 303, Manama  
Kingdome Bahrain  
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## CAREER OBJECTIVE

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Competent to secure a challenging position and thereby helping the organization to achieve its goals and objectives, by effective contribution of my knowledge and skills as a professional.

## EDUCATIONAL QUALIFICATION

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- ❖ **M.com** (Accounting and Taxation), 2013-15  
Pondicherry Central University, Pondicherry  
**CGPA 8.3/10**
- ❖ **B.com** (Co-operation), 2010-13  
EMEA Arts and Science College, Kondotty, Calicut University  
**CGPA 3.05/4**
- ❖ **Plus Two** (Commerce), 2008-10  
GHS School, Kuzhimanna, Board of Higher Secondary Education, Kerala  
**Score 88%**
- ❖ **SSLC (General)**, 2008  
PPMHSS Kottukkara, Examination Board of Kerala  
**Score 80%**

## EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

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- ☐ Participated in a 21 day residential training programme in communication skill in English and basic of IT conducted by Govt. of Kerala (Additional Skill Acquisition Programme).
- ☐ Actively participated in the national service scheme as a NSS Volunteer in my UG during 2010-2013.
- ☐ Participated in the national seminar on "Emerging trends in rural marketing in India" organized by the Institute of Technology, Mayyil.
- ☐ Participated in natural study camp held by Forest and Wild life department at Idukki Wild Life Sanctuary.
- ☐ Hobbies: Travelling, Watching Movies, Internet surfing.

## PROFESSIONAL EXPERIENCE

<b>Feb 2016 – Current</b>	<b>AWAL Refrigeration and Air Conditioning</b> , Hooraa, Bahrain Accountant	 <b>أوال</b> التبريد والتكييف refrigeration & airconditioning
<b>Jul 2015 – Nov 2015</b>	<b>MIC WAFY College</b> Velluvambram, Malappuram. Assistant Teacher (Commerce)	
<b>Dec 2014 – Jan 2015</b>	<b>AAKK Associates &amp; Chartered Accounts</b> , Calicut. Assistant Accountant (Internship Programme)	 <b>AAKK &amp; ASSOCIATES.</b> CHARTERED ACCOUNTANTS FR No: 0139288
<b>Mar 2013 – Dec 2013</b>	<b>M/S ACCOUNTS</b> (Accounts Contractors), Cochin, Kerala, India Accountant Trainee	 <b>Accounts CONTRACTORS</b> 59/101B, Ambady Lane, Krishnaswamy Road, Kochi-35, Kerala, India Tel : +91-484-2384684 Mobile : +91-94471-86294 E-mail : mail@accountsindia.net Website : www.accountsindia.net

## RESPONSIBILITIES IN PRESENT / PREVIOUS ORGANISATIONS

- ☐ Processing of divisional payments from the respective banks.
- ☐ Make LPO, FPO Payments.
- ☐ Checking of Telephone bills & Electricity bill Payments.
- ☐ Monthly GOSI & LMRA Payment & Reconciliations regular intervals.
- ☐ Handle Petty Cash transactions through monthly closing of Petty Cash including verification of physical cash and cash vouchers, as well as transaction posting to Focus ERP system.
- ☐ Project Invoicing and receivable follow up.
- ☐ Prepare Customer Ageing Report and follow up the collection of receivables with collection team.
- ☐ Maintaining of reports like cash flow, PDC list, Bank balance etc.
- ☐ Bank Reconciliation
- ☐ Preparing the Staff Payroll, Settlement & Indemnity.
- ☐ Maintaining Accounts in Tally 9.2 in Head Office.
- ☐ Prepare Sales Quotations, Production Order & Sales Order
- ☐ MRS preparation & BOQ checking part of Checking Project Actual cost
- ☐ Maintain Manpower allocation cost for each job
- ☐ Assist in the preparation of VAT Report, Balance sheet, profit and loss statement, and other reports
- ☐ Stock taking on monthly basis and insure that physical count matches with Inventory Records.
- ☐ Perform Monthly closing of Books of Accounts, making reconciliation of Ledgers with Sub Ledgers, and prepare Monthly Closing Reports.

## TECHNICAL SKILLS

- ☐ Knowledge of **Accounting package Tally ERP 9, Diamond 6 & 7 and Focus ERP.**
- ☐ Proficient Knowledge in Microsoft office (Word, Excel, PowerPoint) Internet & E- Mailing etc.
- ☐ Holding **Valid Bahrain & Indian Driving License**

## STRENGTHS

- ☐ Self-motivated individual, able to work effectively, thrives on challenges.
- ☐ Enthusiastic and always striving hard to achieve excellent results.
- ☐ And have a responsible and positive attitude towards my work.
- ☐ Enjoy challenges, Punctual, reliable and fast learner of any job.
- ☐ Can work well individually and also as part of a team.
- ☐ Establishes productive & trusting relationships with co-workers, Management, vendors and customers.

## ACADEMIC PROJECTS

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- ☐ A study on retailer's preference towards Ceeyem Co; Oil industries in 2013
- ☐ A study on impact of FII's on stock market-with special reference to BSE in 2015

## PERSONAL MINUTIAE

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Personal Data	Passport Details	Languages Known: (Order Of Fluency)	Reference
D.O.B : 27 <sup>th</sup> March 1992 Sex : Male Father's Name: Khalid P Nationality : Indian Marital Status : Married Religion : Muslim	Passport No. : <b>N0928768</b> Date of Issue : 04/08/2015 Date of Expiry : 03/08/2025 Place of Issue : Malappuram Visa Status : Valid	<ul style="list-style-type: none"><li>● English</li><li>● Malayalam</li><li>● Tamil</li><li>● Hindi</li></ul>	Available on request for all (Educational and Professional)

## DECLARATION

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I hereby declare that the information given above is true to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for cancellation of my candidature.

Place : Manama

Date : 15-04-2021

**RISWAN PARAKKAL**