###### rashidRASHID

###### [RASHID.367257@2freemail.com](mailto:RASHID.367257@2freemail.com)

**OBJECTIVE:**

* To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**WORK EXPERIENCE**

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**Sept 2015 to Present Accountant cum Admin Assistant**

**Al Abdulla Group Enterprises**

**AL QUSAIS 3, DUBAI, UAE**

**Duties & Responsibilities:**

* Daily Accounting functions like Receipts and Payments etc.
* Daily cash collection settlement.
* Maintain the accounts receivable and payable.
* Preparation of Aging report by month wise.
* L.P.O. Checking and customers account Verification.
* Petty cash handling.
* Making Sales Report of Each Sales Staff
* Verify the accuracy of invoices and other accounting documents and records
* Keep record of value of inventory
* Perform weekly and monthly physical stock Status
* Stock Valuation, Reconciliation and Adjustments
* Make delivery Notes For Product we Delivered To our customers
* Prepare Sales invoices
* Prepare Monthly Reports for sales and cash receipt
* Record Petty Expenses
* Record staff salaries
* dealing with telephone and email enquiries
* scheduling and attending meetings
* keeping diaries and arranging appointments
* Update and maintain accounting Journals, Ledgers, Trial Balance, Balance Sheet
* ordering and maintaining stationery and equipment
* Records detailing financial business transactions (Expense vouchers, Accounts Receivables, Accounts Payables)
* organizing and storing paperwork, documents and computer-based information
* photocopying and printing various documents
* Follow-up for payments from debtors.
* reconciling creditors accounts, and release payment within due date
* Responsible to manage petty cash.
* Responsible to manage Company’s bank account by reconciling, transfer of funds, telex transfer & maintain bank file.
* Responsible to prepare payments against Office & warehouse agreement & tenancy renewals.
* Responsible to manage DEWA, Telephone bills etc
* Responsible to sending monthly sales report to Head Office
* Responsible to finalize of sales to calculate staff commission.
* Responsible to issue payments against staff legal expenses, warehouse expenses, Admin Staff monthly expenses.
* **Jan 2011 to Dec 2013 Sadar Al Khel General Trading LLC**

**Dubai Silicon Oasis, DUBAI, UAE**

* Record Staff Salaries
* Record Petty Expenses
* Record Sales invoices
* Keep Record of Customers and Records of Account Receivables and Payables
* Record Cost of Damages
* Keep Record of Inventory
* Prepare Daily Report
* Made journal entries. Maintained books of accounts
* Financial Statements
* Handling & Maintaining Petty cash on day to day basis

**EDUCATIONAL BACKGROUND**

**University Of Peshawar MBA Finance**

**University Of Peshawar B.COM**

**OTHER CERTIFICATESE**

* Peachtree Accounting Software
* Quick Book Accounting Software
* One Year Diploma In Information Technology

**PERSONAL BACKGROUND**

Date of Birth: May 27, 1986

Civil Status: Marriage

Citizenship: Pakistani

Religion: Islam

Language: English, Urdu, Hindi