Rahman

Accounts Executive

# -CAREER OBJECTIVES-

**CONTACTS**

rahman.381767@2freemail.com

Intendtoachievenewheightsconceivingnewstrategiesbyusingmycreativeandvibrantskills andknowledgeinanefficientandresponsiblemannerinareputedorganizationthatgivesme scope to update my knowledge and skills in Accounting field and to be a part of a team that dynamicallyworkstowardstheprogressivegrowthoftheorganization.

# -PROFESSIONAL HIGHLIGHTS-

 ● 3YearsofexperienceintheareaofFinance&AccountsManagement.

* ManagementAccounting:ReconcileTransaction,AccountsReceivable&

 AccountsPayableManagement,PayrollProcessing-WPS.

 ● PDCs&CDCsManagement&MaintainingProperrecordsforFixedAssets.

* Liaisonwithbank,InternalAuditors&ExternalAuditors.
* Abilitytounderstandandfollownewsystemwithstrongconfidence&Motivation

**EDUCATION** ● StrongcomputerknowledgeandwellversedinMSOffice,TallyERP9,Sage50,QuickBooks,VendHQ,andotherCustomizedAccountingSoftware’s.

## BACHELOR IN COMMERCE

MajorinAccounting **-PROFESSIONALEXPERIENCE-**

### Kannur University

Kerala-India **ACCOUNTANT**

### Al Junaibi Group of Companies 04 January 2016 - Present

CERTFIEDPROGRAMIN Abu Dhabi -UAE

## FINANCIAL ACCOUNTING

Institute ofTallyLearning ● MonthlyReportingtoChiefAccountant.

Bengaluru-India ● PreparingMonthlyProfit&LossAccountandBalanceSheet.

* MaintainingBooksofAccountsuptodateforallthegroupconcernswithERP.
* EnsurethatourLedgerAccountsareperiodicallyreconciledwiththeCreditors,

HIGHSCHOOL Bank,DebtorsandGroupCompanies.

GovernmentofKerala ● MaintainingproperrecordsforAR&APandensuredpropercollectionand-

MathamangalamCampus releasingofpaymentsaccordingtocashflowandprioritybasis.

* ConfirmedandensuredtherealizationofPDCissuedandPDCreceivedwhich is due for eachday.

**TECHNICALSKILLS** ● Verificationofdailysales,localpurchases&Deposit.

* VerificationofInvoices,DebitNote,DeliveryNote,PurchaseOrder,Quotations-

TallyERP9 andconcernedapprovalfromManagement.

SAGE50 ● ProcessingPayrollthroughWPSanddisbursementofsalaries.

QuickBooks ● Liaisonwithbankstoallbankingrelatedmatters.

Focus ● Handling petty cashexpenses.

MSOffice ● Reviewandforwardcorrespondencetoappropriatedepartment.

VendHQ ● Performallotherrelateddutiesthatmayberequired.

**ACCOUNTANT**

**PERSONALDATA** Cotton WidesGents Gallery

### 25 March 2015 to 20 Oct 2015

Age:24 Kerala -India

Marital Status :Single ● PreparationofInvoices,ReceiptVoucher,etc..

* PreparationMonthlySalesReport&ExpensesDetails.

Nationality :India ● HandlingAccountsPayable&Receivable.

* MaintainingPurchase&SalesincludingStockRegister.

Visa Status :EmploymentVisa ● PostingdaytodayJournalEntries.

* Handling PettyCash.

Passport No:N1587965 ● ReconciliationsofBankStatement.

* Debit & CreditNotes.
* VATCalculationandIt'sReturnFiling.

**PERSONALSKILLS** ● Identifyingcustomerrequirements.

* Preparing merchandisefor display.

Sincere ● Helpingcustomerstryonorfitmerchandise.

Communication ● Assistingcustomerswithpurchasedecisions.

Team Work Multi Tasking

# -PROJECT / INTERNSHIP-

**DRIVINGLICENSE IndustryName**:KeralaStateHandloomDevelopmentCorporationLtd.

 **Project Name** : A Study on Financial Performance &Analysis.

### Issue Date : 24 Nov 2016 PlaceofIssue:AbuDhabi

**-ACHIEVEMENTS-**

* ConductedInterCollegeManagementFestnamedAGORAatSt.Joseph'sCollege.
* ActiveParticipantinArts,SportsandWonmanyprizes.

**LANGUAGES** ● CollegeCricketTeamCaptain.

### English : Fluent Arabic Beginner

**-DECLARATION-**

I hereby certify that the above information given are true and correct as to the best of -

Malayalam:Native myknowledge.

### Hindi :Beginner