

**Rashid**

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**OBJECTIVE:**

**A challenging Position in the field of Accountant and sales to utilize my skills and abilities where I can render my level the best service with a creative mind thereby making the organization Proud of me**

**SYNOPSIS:**

* **Sales for Mighty Line Event Management 6 months experience in UAE.**
* **Accountant for Makkari Gold and Diamond 1 year experience in India**
* **Accountant for Tax Consultant org 2 years’ experience in India**
* **Excellent communication in English, Strong exposure to Business Development.**
* **Strategic planning, Distribution management, Building relationship & Leadership**
* **Skills - Accounting skills, Analytical skills, Negotiation & Problems solving skills**
* **Worked with Microsoft application MS office, Tally ERP 9.0, Accounting Software.**
* **Business letters, Report writing, Presentation & Strong interpersonal skills.**

**PROFESSIONAL EXPERIENCE:**

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| **Industry** | **:** | **Global Village** |
| **Employer** | **:** | **Mighty Line Event Management** |
| **Location** | **:** | **Dubai** |
| **Duration** | **:** | **Six Months** |
| **Designation** | **:** | **Sales man** |

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| **Industry** | **:** | **Retail** |
| **Employer** | **:** | **Makkari Gold and Diamond** |
| **Location** | **:** | **Kerala-India** |
| **Duration** | **:** | **1 year** |

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| **Designation** | **:** | **Accountant** |
| **Industry** | **:** | **Retail** |
| **Employer** | **:** | **Auditing Firm org** |
| **Location** | **:** | **Kerala-India** |
| **Duration** | **:** | **2 years** |
| **Designation** | **:** | **Accountant** |

**JOB RESPONSIBILITIES**

* **Preparing and analyzing accounting records and financial statements.**
* **Prepare receipt voucher and follow up with costumers.**
* **Prepare day to day bank transactions & cash transactions reports.**
* **Entering and checking of payment and receipt vouchers.**
* **Prepare regular reports and summaries of accounting activities.**
* **Maintained Daybook and register.**
* **Reporting fund position at the end of the day.**
* **Control petty cash.**

**PERSONAL STRENGTH**

* **Dedicate amicable relationship and strong desires towards learning with management.**
* **Patience, Optimistic, Industrious, Quick Learning.**
* **Energetic and capable of working independently and a good deal of autonomy.**
* **Have excellent time management skills & can meet the deadlines without compromising on quality.**

**COMPUTER PROFICIENCY**

* **MS Office (Word, Excel, Power Point)**
* **Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.**
* **Tally ERP 9.0, Accounting Software.**

**LANGUAGE COMPETENCY**

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| **English** | **:** | **Read, Write, Speak** |
| **Hindi** | **:** | **Read, Write, Speak** |
| **Malayalam** | **:** | **Read, Write, Speak** |
| **Arabic** | **:** | **Read, Write** |

**EDUCATIONAL QUALIFICATION**

* **B.Com Finance from Calicut University in 2013**
* **Higher Secondary Education from Kerala HSE Board in 2010**
* **Secondary Education from Board of Public Examination Kerala in 2008**
* **Post Graduate Diploma in Indian and Foreign Accounting from IPA Calicut**

**PERSONAL PROFILE**

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| **Gender** | **:** | **Male** |
| **Nationality** | **:** | **Indian** |
| **Date of Birth** | **:** | **27-11-1991** |
| **Civil Status** | **:** | **Single** |
| **Religion** | **:** | **Muslim** |
| **Visa status** | **:** | **Visit visa** |