

Rashid VK

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ACCOUNTS AND FINANCE PROFESSIONALS

Results-driven Accounts Professional with 8 years of experience seeks a challenging Accounts/Finance position in the Middle East to utilize acquired skills and knowledge to driver outstanding results.

PROFESSIONAL EXPERIENCE

Nesto Hyper Market Ajman, UAE

Accountant Dec 2016 to till date.

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.

Gulf Industrial Marine Services Company W.L.L, Doha, Qatar |

Accountant cum Office Administrative | March 2014 to December 2015

Responsibilities:

- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Recording of expenses & Purchases and materials delivery.
- Make profit & Loss report and submit to the Manager.
- Prepared credit memos, invoicing and cash receipts, daily financial reports, sales reports and payroll.
- Develop financial reports, expense reports and commission plans for the management.
- Handles Month end financial closing entries
- Analysis of trial balance, Preparation and input of month end journal vouchers,
- Handling petty cash and purchases.
- Preparing the Balance Sheet and other financial statement as instructed by the management.

National Electronics, Kannur | Sales Associate | November 2012 to January 2014

- Ensure high levels of customer satisfaction through excellent sales service
- Assess customers needs and provide assistance and information on product features
- Maintain in-stock and presentable condition assigned areas
- Cross sell products, Team up with co-workers to ensure proper customer service
- Build productive trust relationships with customer

PROFESIONAL QUALIFICATIONS

SAP – Accounting Software

Indian & Foreign Accounting - Sree Sankaracharya Computer Centre, Kannur, Kerala, India

Well versed with **Tally ERP 9, MS Office Suit** (Word, Excel, Power Point & Outlook)

EDUCATION

Bachelor of Commerce, MG University, Kottayam, India

Higher secondary Education. Board of higher secondary education, Kerala

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KEY STRENGTH

- Good communication skills
- Good experience in working under pressure
- Sound accounting knowledge
- Ability to learn things fast

CAREER SUMMARY

- A dedicated and hardworking student with good educational background and a disciplined lifestyle.

PERSONAL PROFILE

Gender : Male
Date of Birth : 06th October 1991
Visa Status : Employment Visa
Languages Known : English, Malayalam, Hindi, Tamil – (R, W, S), Arabic-(R, W)