



MUHAMMADRINSHAD P.T

ACCOUNTANT

050-916 9637

muhammadrinshadpt@gmail.com

OBJECTIVE

A suitable position in Accounts & Finance in a reputed organization, where I could exploit my experience to develop, contribute and lead company for its optimum growth and development.

PROFILE

- 4 year experience in accounts & administration.
- Highly motivated individual with exceptional Organizational skills.
- Present Ideas clearly and concisely for betterment of team work.
- Leadership/interpersonal skills to deal with co-workers of all discipline within the company
- Manage and complete all jobs within the time frame.
- Ability to work under any pressure and time to achieve the goal

SKILLS

- Tally ERP 9.0.
- Quick Book Premier .2020
- Knowledge of Accounts Payable & Receivable processes and procedures.
- UAE VAT Return Filing.
- Proficiency in handling of Microsoft Office.
- Thorough knowledge of Accounting.
- Written and communication skills.
- Ability to deal with people diplomatically.
- Willingness to learn.
- Internet applications and Email.

CAREER SUMMARY

ACCOUNTANT

Dibba Modern Bakery LLC. Sharjah, UAE
(January 2020 to Present)

Duties & Responsibilities:

- Preparation of estimated Cash Flow Budget for forecasting and planning to meet the payments.
- Planning for finance source and preparing the monthly payments statement and make awareness with the Directors and Managers.
- Organizing and Participating Debtors Collection Meeting with the Sales Managers and inform them about the financial situation of the Company and motivate them for collections.
- Provide information about the Bank Financial position to the Directors.
- Comparison of Bank Deposits with Bank statements periodically and if any discrepancy, informing and inquiring with the manager.
- Maintaining and transferring the funds between inter division bank accounts and arranging for the payments.
- Preparation of Monthly Assets Schedule, PDC Schedule.
- Maintain details of payments to suppliers for the outstanding with aging statements.
- Analysis of transactions with related companies (Eg: Sales, purchases, loan given/taken, other income, etc.).
- complete accounts maintenance.
- Responsible for Quarterly VAT Return Filing.
- Maintain the documents in an organized manner handle basic correspondence and petty cash.
- Preparing Payroll and Employee Benefit Calculations – Bonus, Commissions, Overtime etc.

ACCOUNTS EXECUTIVE

OLENE FOODS PVT LTD, Manjeri, Kerala.
(JUNE 2017 to November 2019)

Duties & Responsibilities:

- All day to day routines works in Accounts Division.
- Ensuring the revenue being accounted properly.
- Ensuring the deposit of PDC cheques received & cash in bank on time.
- Verifying and booking supplier invoices & reconciling their account.
- Handling all supplier & other payables.
- Monitoring status of bank & reconciling the same.
- Booking all expenses accordingly.
- Reporting the fund / cash flow status, outstanding receivables, weekly report etc to Senior Accountant.
- Handling petty cash
- Closing the books monthly wise.
- Preparing & processing of payroll.

EDUCATIONAL TRAINING

University of Calicut

Bachelor of commerce with finance

- passed out in 2017
- Taking up specialization courses in financial management

Board of HSE , Government of Kerala

Higher secondary education

- Passed out in 2014

Board of examination,
Government of Kerala
S.S.L.C

- Passed out in 2012

ABOUT ME

Date of Birth : 13th AUGUST 1996
Marital status : Single
Nationality : Indian
Current Location : Fujairah, UAE
Gender : Male
Visa Status : Employment Visa
Visa Validity : 21st July 2022
Contract : 22nd March 2022
Driving License : Light Vehicle
(Exp. Date 21-SEP-2023)

LANGUAGES KNOWN

English ● ● ● ● ●
Malayalam ● ● ● ● ●
Hindi ● ● ● ● ●
Tamil ● ● ● ● ●
Arabic ● ● ● ● ●

HOW TO REACH ME

SHARJAH ,UAE
U.A.E.
MOB: 0509169637
Email:muhammadrinshadpt@gmail.com

DECLARATION

I MUHAMMAD RINSHAD.P.T HEREBY DECLARE THAT THE ABOVE FURNISHED DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

MUHAMMED RINSHAD
SHARJAH