

MOHAMMED RASHID

ACCOUNTANT



Contact

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Languages

English(Read, Write, speak)

Hindi (Read, Write, Speak)

Malayalam (Read, Write, Speak)

Arabi(Read, write)

S/W Skill

MS Excel

Tally.ERP 9

QuickBooks

Sap Business one 8.8

Personal Info

Date of Birth : 10-02-1999

Nationality : Indian

Visa Status : Visiting Visa

Visa Expiry :13-06-2022

Summary

I'm currently looking forward to be a part of your organisation that offers a greater challenge, increased benefits for me and the opportunity to help the organization advance efficiently and productively.

Skill Highlights

- Detail oriented
- Leadership and time management
- Quick learner
- The ability to fully cooperate with the management.
- Dedicated, committed and willing to take challenging roles.
- Proficient in MS Office.
- Excellent written and verbal communication skill.

Experience

Accounts Executive

Stepping Stone Accounting Consultancy, Calicut, India

- Preparation and finalisation of accounts of trading, Manufacturing and service Organisations.
- Processed staff payroll and other main aspect of financial transactions.
- Prepare month-end and year-end closing and bank statements reconciliations.
- Reconciliation of Accounts Payable, Accounts Receivable.
- Maintain customer relationship
- Recieve payment by check,credit cards and vouchers.

Education

- **Bachelor of Commerce (B.COM) Computer Application**
University of Calicut, Kerala, India - 2017- 2020
- **Higher Secondary Education**
Kerala State Higher Secondary Board - 2017
- **SSLC**
Kerala Board Public Examination 2015

Certifications

- **P-PAT(Practical Accounting Training)**
- **Certification of practical training in GULF VAT**