

CURRICULUM VITAE

JUMA RASHEED M

Dubai, United Arab Emirates

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Career Objective:

To pursue a career in Finance, Accounting with a dynamic organization which should mutually benefit the progressive growth of the organization and Self.

Professional Qualification:

- ❖ **Master of Business Administration (2020-2022)**
Finance and Human Resources
(84 - Percentage)
Sathyabama Institute of Science and Technology, Chennai.
(Affiliated by Sathyabama University, Chennai)
- ❖ **Bachelor of Commerce (2017- 2020)**
(82 - Percentage)
Jamal Mohamed College, Tiruchirappalli.
(Affiliated by Bharathidasan University, Tiruchirappalli)

Experience:

Maharaja Readymades

Accounts Assistant

July 2021 - July 2022

Responsibilities :

- Manage Day to day Petty cash and all accounting transaction.
- Reconcile accounts payable and receivable.
- Support in the preparation of budgets.
- Supplier statement checking.
- Tracking payments to internal and external stakeholders.
- Preparation of bank reconciliations statements.
- Supporting finance manager for month end closing entries.

Technical Exposure:

- Tally ERP
- Microsoft Office (Word, Excel, Power Point)

Area of Interest

- Finance and Accounting
- Human Resources

Key Skills:

- Knowledge of Accounting principles
- Time Management
- Listening and organizational Skills
- Ability to work under pressure
- Analytical Skills
- Excellent Communication and Interpersonal Skills

Academic Projects:

Project Title : A Study on Effectiveness of E-Banking with Reference to Thanjavur District

The result of the study shows that E-Banking is very good service if bank provide a guarantee of security and privacy .It is easy to use in compare of traditional bank some part of collection.it is very faster and cheaper and E-Banking also save time cost and reduces human involvement as a mediator from the survey it is clear that more no of peoples have already to reduced their bank branch visited time in month as E-banking is providing some other services such as on each and every transaction.

Personal Details:

Father Name	:	Mohamed Farook
Date of Birth	:	25.04.2000
Gender	:	Male
Marital Status	:	Single
Religion	:	Muslim
Languages Known	:	English & Tamil
Nationality	:	Indian
Passport Number	:	S5250644
Visa Status	:	Visit Visa (Expire on 05 November 2022)
Present Address	:	Dubai,United Arab Emirates.

Declaration:

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

Juma Rasheed M