



MUHAMMED RASHID TA

Career Objective

Highly-organized and detail oriented graduate offering a good academic foundation in Accounting. 2 year and 8months handsome experience in accounting and finance, seeking to successfully contribute to an organization's financial management goals.

Personal Details

Date of birth :
1997 Feb 15

Sex :
Male

Marital Status :
Single

Nationality :
Indian

Get in touch!

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Email:
tarashid666@gmail.com

Passport no :
S5037131

Visa Details

visit visa

valid date:
16/04/2022

Languages Spoken

Malayalam

English

Hindi

ACADEMIC HISTORY

- 1) BCOM - Specialized in Finance - (2018) Wisdom college pavaraty ,kerala
- 2) HSE (Commerce) - Specialized in MATHS -(2012-2014) Poonkunnam School kerala
- 3) SSLC - 2011-2012 Velur school kerala

Work Experience

- 1) Accountant, Cashier
Globesta Auditors and Accounts -July 2018-march 2019
- 2) Accountant, Cashier
Johns Honda Bike showroom,Thrissur -March 2019-may 2021

Duties and Responsibilities Handled

- Petty Cash handling
- preparing final accounts
- Accounting treatments
- Preparing cost Account
- Tax VAT,Auditing,GST Taxation and VAT Taxation
- Review Purchase agreements
- Maintain open line communication with vendors
- making Invoice in Excel
- arrangements with vendors when it is beneficial to the company
- Monitor the stock levels and identify the purchase needs
- Maintaining shipment schedule
- Submitting inventory reports to purchase Manager.
- Place repeat orders on time
- Maintains records and follow up files of purchases, shipments and related matters

TECHNICAL SKILLS

- TALLY ERP9
- SAP FICO
- ITR & GSTR
- PEACHTREE
- QUICKBOOK
- NETBROWSING
- WORKING KNOWLEDGE IN MS- OFFICE

Strength

- Commitment to work
- Ability to take initiatives
- Good individual and team performer.
- Self Confidence
- Determination & Dedication

DECLARATION

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

-MUHAMMED RASHID TA