

RASHID KV

DUBAI, UAE

PHONE: 00971 508308681
EMAIL: rashidkv61@gmail.com



OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective

EDUCATION

Master of Business Administration – HR and Finance
Bharathiar University

Diploma in Certified GST Accountant
Academy for Information Technology and Management Studies council

Bachelor of Business Administration - Finance
University of Calicut

WORK EXPERIENCE

CONFRA HOLDINGS – ACCOUNTANT

01 January 2020 – 20 December 2021

- Preparation, examination and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Analyzing business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Reporting to management regarding the finances of establishment.
- Establishing tables of accounts, journal and voucher entries and assign entries to proper accounts.
- Maintenance of Daily Sales Record and Monitored & controlled Attendance Registers.
- Banking and bank reconciliation.
- Giving small brief of daily goal on every day to team members
- Confirm that the station is ready for operation
- Follow up to avoid the outstands

TECHNICAL SKILLS

- Tally
- Quick books
- Peachtree
- MS Office
- Accounting

LINGUISTIC ABILITY

English: Good (Oral and Written)

Hindi : Good (Oral and Written)

Malayalam: Fluent (Oral and Written)

PERSONAL DATA

Date of birth : 4th Jun 1998

Nationality : Indian

Sex : Male

Marital status : Single

Visa Status : Visit Visa

Visa Expiry : 16-04-2022

Passport number : P3240171

REFERENCE

Available up on request

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge.

PLACE: DUBAI

RASHID KV