



RASHID JAKKEERI

ACCOUNTS & AUDITS

A finance professional with 6 years of experience in different organizations in presenting data, providing financial reports, completing detailed financial analysis .

Key Experience Areas

Financial Reporting	Taxation/VAT/GST
Accounts Supervision	Human Resource
Statutory Audit	Inventory Management
Administration	Coordination

Contact

 rashidjkmpm@gmail.com

 +971504678647

 Room No: 215, 2nd floor,
Habib bakery building, Hor Al
Anz, Dubai, UAE

Work Experience

ACCOUNTANT/ADMINISTRATIVE COORDINATOR

Indo gargaar Metro Cardiac Center,East Africa | 2020-21

- Handled staff payroll preparation
- Prepared daily, weekly and monthly reports to top level management
- Assisted management in decision making
- Dealt vendor payments
- Coordinated hospital operations
- Financial counselling to patients
- Assisted HR managers to recruit staffs
- Conducted stock audit and making Purchase orders for pharmacy stock items
- Review contract payment certificate and sending them for the approval to management

ACCOUNTANT

Kims Medical Agencies, India | 2018-20

- Handled daily cash flows of the company
- involved in government sales tax preparation
- Responsible for purchase invoice verification and system entry.
- Preparation of financial statements

AUDIT ASSISTANT/ARTICLED ASSISTANT

Varier and Associates, Chartered Accountants, India | 2015-18

- Responsible for the statutory and financial audit of different types of companies
- Maintained of books of accounts of the clients
- Conducted annual audit of commercial banks
- P&L and Balance Sheet of clients with audit report

IT Skills

MS Office(Word, Powerpoint, Excel)

Tally ERP 9

Vikas-Hospital ERP software

C Square-Pharma Software

Spectrum-Taxation Software

Work References

Vaseem Khalid

Cathlab Technician

Indo Gargaar metro cardiac center,East Africa

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Mukundan P V

Manager

KIMS Medical Agencies, Kerala, India

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CA Bhaskara Varier P

Chartered Accountant

Varier and Associates, Kerala, India

Whatsapp/call : +91 9447112656

E-mail:pbvarier@gmail.com

Education History

BACHELOR OF COMMERCE(B.COM)

University of Calicut, Kerala, India

Completed with 68% marks. (2013)

HSE-COMMERCE

Board of HSE kerala, India

Completed with 70% marks. (2010)

SSLC

Board of Public Examinations, Kerala, India

Completed with 86% marks. (2008)

Personal Details

Visa status : Visit visa

Visa validity : 17-06-2022

Nationality : INDIAN

DECLARATION

I hereby solemnly affirm that all above information's furnished is true to the best of my knowledge

Sd/

RASHID JAKKEERI