



# Mohammed rashid A

## Professional Accountant

**Phone**

+971 545780509

**Date of birth**

25/09/2002

**Passport no**

V2821679

**Mail**

rashidmuhammed6622@gmail.com

**Visa status**

visit visa

**Date of expiry**

13/09/2031

## ABOUT

---

I am a professional accountant with 1 years of experience of ledger processes, reconciliations, and streamlining reports. Experienced Accountant with one year record in billing and collections combined with solid understanding of legal procedures and legislation.

Proficient with wide variety of software applications. including SAP

QuickBooks,sag 50 and tally erp accounting software

## EDUCATION

---

2024| Bharathiar University  
**Bachelor of commerce (B.Com)**

2023 | Gtech Computer Education  
**Professional diploma in Indian & Foreign Accounting with Sap Fico**

2022 | Ibis academy  
**Diploma in Hospital Administration**

## EXPERIENCE

---

Accountant | oct 2022 - Nov 2023

**Pawfins pvt limited**

Kalamassery,Kochi,kerala,india

- Prepares asset,liability,and capital account entries by compiling and analysing account information.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation.

## SKILLS

---

Analytic	<div><div></div></div>
Communication	<div><div></div></div>
Management	<div><div></div></div>
Digital research	<div><div></div></div>
Documentation	<div><div></div></div>

## PROFESSIONAL EXPERIENCE:

---

- Played a key role in managing accounts payable and receivable, ensuring accuracy and timeliness.
- Assisted in the preparation of financial reports and statements.
- Conducted bank reconciliations and maintained organized financial records.
- Collaborated with cross-functional teams to support budgeting and forecasting processes.

## OTHER SKILLS

---

- Proficient in financial analysis and reporting.
- Strong understanding of accounting principles and regulations.
- Experience with accounting software (Tally with gst filling, excel, Quick books).
- Excellent attention to detail and organizational skills.
- Effective communication and collaboration within a team.

## DECLARATION

---

I certify that the information given is true and complete to the best of my knowledge. I understand that if I have deliberately given any false information or have withheld any information regarding any situation, I am liable for prosecution for fraud and/or perjury. This institution is an equal opportunity provider.

## CERTIFICATION

---

- SAP FICO
- TALLY
- ACCREDITED IACET ON DIPLOMA IN HA
- PDIFAS
- INSTITUTE OF ACCOUNTANTS & BOOKKEEPERS
- EMERGENCY LIFE SUPPORT
- ANTI-DRUGS AWARENESS
- FIRE & SAFETY RESCUE OPERATION

## COMPUTER SKILLS

---

### MS OFFICE

- Ms word
- Ms excel
- Ms power point
- Tally
- Sage 50
- Quick book
- SAP fico

## LANGUAGES

---

ENGLISH	<div><div></div></div>
ARABIC	<div><div></div></div>
HINDI	<div><div></div></div>
MALAYALAM	<div><div></div></div>