

MUHAMMED RASHID



CONTACT

@ RASHIDCIT6@GMAIL.COM

+971501880674

DUBAI , UAE

PERSONAL DETAILS

Date of Birth : 15/05/1999

Nationality : INDIA (KERALA)

SKILLS

SOFTWARE - SAP FICO, MS EXCEL, MS OFFICE, TALLY, PEACHTREE, QUICKBOOKS.

MULTI-TASKING

MAINTAINED RECORDS AND PREPARE BALANCE AND SHORTAGE REPORTS.

ABILITY TO RECONCILE STOCK COUNTS TO REPORT DATA.

EXECUTIVE AND ADMINISTRATIVE SUPPORT.

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

INTERESTS

TRAVELLING

OBJECTIVE

TO CONTRIBUTE MYSELF WITH FULL INVOLVEMENT PERSISTENCE AND DEDICATION FOR THE GROWTH OF THE ORGANIZATION,AND LOOKING FOR AN OPPORTUNITY IN A FAST GROWING COMPANY.

EXPERIENCE

* **BRANCH SALES ACCOUNTANT CUM RECEPTIONIST - MARUTI SUZUKI CARS.**

ENSURED THE DOCUMENTS SUCH AS CORPORATE SCHEME DOCUMENTS, EXCHANGE RELATED DOCUMENTS , SETTLEMENT SLIPS.

MAINTAINED INVENTORY RECORD,PREPARED BALANCE AND SHORTAGE REPORTS, DISTRIBUTING SUPPLIES.

MAINTAINED DAILY CASHBOOK AND BANK REGISTER.

ENQUIRY CREATION, CUSTOMER ID CREATION,EXTENDED WARRANTY PUNCHING.

CUSTOMER REFUND DEBIT NOTE PREPARATION.

* **VOLUNTEERING EXPERIENCE - NATIONAL SERVICE SCHEME.**

* **CASHIER - GRACE HOTELS**

EDUCATION

SAP

2022

SAP FICO - FINANCE AND CONTROLLING

HUMAN RESOURCES DEVELOPMENT SOCIETY

2022

DIPLOMA IN PROFESSIONAL ACCOUNTING

GRADUATION - UNIVERSITY OF CALICUT.

2019

BACHELOR OF COMMERCE - FINANCE

DECLARATION

THIS IS TO CERTIFY THAT ALL THE DETAILS GIVEN ABOVE ARE TRUE TO THE BEST OF THE KNOWLEDGE AND BELIEF