

SAID RINAS MOHAMED

ACCOUNTANT CUM DOCUMENT CONTROLLER

Having experience to pursue a professional career with growing responsibilities in the areas of Accounting, Taxation, Internal Auditing, Payables and Receivables, which encourages me to give best of my abilities and to work effectively for improving the efficiency by achieving the organization goals successfully



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📍 - Dubai, United Arab Emirates

📅 April 03, 1996

WORK EXPERIENCE

ACCOUNTANT CUM DOCUMENT CONTROLLER 2017- -2021 GYPCO CEILING

Duties and Responsibilities

INDIA

- Managing accounts payable and accounts receivable functions Keeping financial records up-to-date.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc
- Bookkeeping and accounting tasks
- Handling, managing & tallying petty cash
- Managing company ledgers
- Participate in data and information collection, in respect to the preparation of the Annual Plan.

ACCOUNTANT WITH SALES National Trading Bangalore

2016

INDIA

Duties and Responsibilities

- Creating invoices with reference to the details entered in the sales order by respective sales person
- Reconciliation of Bank Statement
- Process Journal Entries and perform accounting corrections to ensure accurate records
- Journal entries include both purchase as well as sales entries
- Routine checking of documents allied with credit sales to ensure proper documentation.
- weekly reporting of cash collection and sales summary to immediate manager.
- Submitting Petty Cash Book Weekly Basis

EDUCATION

Bachelor of Computer Application (BCA) SAFA Arts & Science College Valanchery (2013-2016 - Course Completed)

India

HIGHER SECONDARY SCHOOL GHSS KUTTIPPURAM Computer Sceince

India

CCNA (Cisco Certified Network Associate
Emigo Network Experts, Ernakulam.2016

CCNP (Cisco Certified Network Professional
Emigo Network Experts, Ernakulam.2016

MCSE - Microsoft Certified Solutions Expert
Emigo Network Experts, Ernakulam.2016

SKILLS

Communication

Analytical and problem solving skills

Organization and attention to detail

Time Management

Critical thinking

Active learning

Microsoft Office Suite

Professional Summary

Four and half years of experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations. Capable professional with expertise in many of the most common accounting software EASYBIZZ, Peachtree, Strong work ethic and commitment to integrity and accurate record keeping. Eager to join a team and help improve an organization's financial focus

LANGUAGES

English

Native or Bilingual Proficiency

Hindhi

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

TECHNICAL SKILLS

Tally prime

Quick Books

Oracle

MS Word

MS Excel

Peachtree

Tally Erp9