

# Muhammed Afeef Rasheed.

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## **Profile**

- A systematic, organized and dedicated team player with an analytical bent of mind determined to be a part of a growth-oriented organization.
- Quick learner, extremely goal-oriented, innovative and adapts easily to new situations.
- Excellent communication skills with the ability to accomplish any given task within stringent timelines.
- Confident and resourceful with a willingness to learn new concepts and apply them to yield successful results.

## **Career Objective**

An experienced finance graduate with cash accounting expertise looking to work for an organization where there is ample scope for growth and development.

## **Career Highlights**

April 2016 – Till Date.

Organization : Sunny Medical Centre LLC.

Designation : Cashier Cum Accountant.

June 2015 – January 2016.

Organization : Aglobal Group General Trading DWC-LLC.

Designation : AccountsAssistant.

October 2013 – April 2015.

Organization : Sensi Travels.

Designation : Accounts officer.

January 2012– September 2013.

Organization : Sales Tax Consultancy Centre Kerala.

Designation : Accounts Trainee.

### **Professional Experience and Exposures**

- Keeping and updating all the accounting records and forwarding the detail to the seniors as and when required.
- Making sure that all bank statements and credit card reports were received in time duly processed.
- Identifying and rectifying errors in cash and credit invoices if any.
- Preparation of daily collection sheet and tallying daily accounts.
- Depositing daily collection in to the bank and payment daily expenses
- Preparation of cash invoices and credit invoices.
- Answer patients' questions, provide information on procedures and policies.
- Preparation of doctor wise collection and monthly collection report and submit to head office.
- Payment of the day to day expenses of the clinic and preparing petty cash report and submitting to head office.
- Asset registration and updating asset details in the system.

### **Skills and Competencies**

- In depth practical knowledge of preparing financial statements and cash management
- High level proficiency in operating electronic treasury management system and the relevant computer applications like MS Excel, Power Point and Ms Word.
- Proven ability to handle large cash amounts responsibly.
- Excellent analytical and communication skills.
- Proven ability to co-ordinate detailed quantified plans.
- Proven ability to work independently and also as a part of a team.

- Excellent organizational, management and interpersonal skills.

### **Skills and Computer Knowledge**

Microsoft Office, Windows.

Accounting software – Tally, QuickBook.

### **Academic Credentials**

Bachelor of Commerce, Kannur University, Kannur, Kerala.

+2 Commerce, Board of Higher Secondary Education.

SSLC, KERALA, Board of Secondary Education.

### **Personal Details**

Date of Birth : 04-11-1991.

Passport NO. : K 6710677.

Place of Issue : Kozhikode.

Date of Expiry : 11-12-2022.

Languages Known : English, Hindi, Malayalam & Arabic

Visa Status : Employment Visa.

UAE Manual Driving License Holder

### **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Muhammed Afeef Rasheed**