



## FASEELA RASHEED ACCOUNTANT

Phone Number : 0544353658

Email id : [faseela91.r@gmail.com](mailto:faseela91.r@gmail.com)

### ABOUT ME

Assistant Accountant Cum Cashier with 6 year experience in India. A confident, multi skilled and capable assistant accountant with excellent knowledge of finance and accounting procedures. Exceptional analytical and problem solving skills and able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having proven ability to drive out inefficiencies through process improvement as well as assist in the maintains and development of financial systems and accounting procedure.

### PERSONAL DATA

DATE OF BIRTH : 04<sup>th</sup> OCT, 1991

NATIONALITY : INDIAN

PASSPORT NO. : M-6003796

VISA STATUS : HUSBAND VISA

### STRENGTH

- Hardworking in all situations.
- Result oriented planning for any task.
- Self-motivated.
- Creating Ideas.
- Enthusiasm.
- Effective communication skill.
- Flexibility and Adaptability.
- Critical thinking.
- Versatility.
- Taking Initiatives.

### OBJECTIVES

A Result Driven Assistant Accountant / Administrative Assistant with experience in the Accounting / Auditing and Administration field.

### WORK EXPERIENCE

#### ➤ 2016-2020 RB's TRADING COMPANY

#### ASSISTANT ACCOUNTANT

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analysis, whilst working to strict deadlines.

#### Job Profile:

- ❖ Exercised and maintained strict confidentiality of all the document and communications.
- ❖ Assist in maintaining accounts payables and receivables
- ❖ Prepare journal entries, keep the balance sheets up to date and assist with monthly account closings
- ❖ Perform the bank reconciliations and prepare necessary material for audit purposes
- ❖ Ensure that accounting transactions are booked accurately
- ❖ Receive and verify the accuracy of invoices and book them in accounting systems
- ❖ Prepare and record inter-company debit and credit notes
- ❖ Reconcile the inter-company accounts
- ❖ Prepare the company fixed assets register
- ❖ Manage effectively supplier's payments and Accounts Payable accounts
- ❖ Ensure the Implementation of Accounting policies and procedures
- ❖ Assist the Chief Accountant in preparing Accounts payable Reports
- ❖ Process on time supplier's invoices and payments
- ❖ Maintain accounting ledgers by verifying and posting account transactions
- ❖ Reply for all finance related email
- ❖ Follow up for daily, weekly, monthly reports with Chief accountant(Report dates attached for reference)  
Consolidate the report from different territory

## TECHNICAL SKILLS

- Well versed in Financial Accounting, Tally ERP9.
- MS Office (Word, Excel and Power point).
- Expertise in using Internet communications via Email.
- QuickBooks.

## LANGUGES

English , Malayalam, Hindi

## EDUCATIONAL QUALIFICATION

- **2012-2014 –MASTER DEGREE IN COMMERCE(M.com)**  
completed from **MAHATHMAGANDHI UNIVERSITY**
- **2009-2012 – BACHELORS DEGREE IN COMMERCE (B.com)** *completed from* **MAHATHMAGANDHI UNIVERSITY**
- **2007-2009 – HIGHER SECONDARY EDUCATION**  
*completed from* **KERALA HIGHER SECONDARY BOARD**
- **2006-2007- secondary school leaving certificate (SSLC)** *completed from* **KERALA STATE EDUCATION BOARD**

- ❖ Preparing invoices for clients, quotations, payments, transfers, and receipts, and confirming they were delivered and received by concerned parties.
- ❖ Arrange meetings
- ❖ Consolidate the report from different territory
- ❖ Arrange meetings
- ❖ Prepare MOM and follow up for MOM
- ❖ Arrange finance related files
- ❖ Keep track on finance reporting with management and ensure it is delivered in time
- ❖ Keep track pending action from finance and collect data from chief Accountant to complete the same
- ❖ Other assignment (Please note that the assignment to be delivered within the time limit ).
- ❖ Organize finance related request and coordinate for approvals
- ❖ Arrange External meeting (Banks and other third parties)

➤ **2015-2016**  
**AR TRADERS**

## ACCOUNTANT

### Job Profile:

- ❖ Reviews and/or processes billing/invoicing and enters data into the accounting databases. May either apply or submit cash applications to the vouchers/invoices.
- ❖ Researches and resolves accounts receivable issues.
- ❖ Assists in the year end Audit process.
- ❖ Prepares income statements, balance sheets and various other accounting statements or financial reports.
- ❖ Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records. Reviews transactions from the subsystem to ensure data accurately passed through the various tables and sub ledgers.
- ❖ Analyzes accounting variances and prepares variance explanation reports.
- ❖ Provide administrative support to accountants, undertaking clerical tasks such as typing, filing, making phone calls and basic bookkeeping.

- ❖ Help to maintain the office and keep it running smoothly. As well as helping the Accountant, also deal with customers and externals
- ❖ Prepares Balance Sheet reconciliations Maintains, records, and reconciles billings and accounts receivables.
- ❖ Analyzes reports and records, making recommendations relative to the accounting of reserves, assets, and expenditures.
- ❖ Examines financial statements and documents for conformance with accounting requirements and principles. Creates month-end discrepancies.

➤ **2014-2015**

**RAJUKUTTY JOSEPH & ASSOCIATES, ASSISTANT ACCOUNTANT  
CA Firm**

**Job Profile:**

- ❖ Got opportunity to access different clients concerns engaged in various types of business
- ❖ Co-ordination with different client concerns
- ❖ Preparation various reports and statements for seniors
- ❖ Ensuring that information accurately collected and entered into systems.
- ❖ Preparing on a periodic basis aging reports , communicating the collection schedules, confirm the recording accuracy of receipts from client and ensuring that all due invoice are paid on time.
- ❖ Researches and resolves accounts receivable issues.
- ❖ Assists in the year end Audit process.
- ❖ Supervise and coordinate the daily activities and operations
- ❖ Preparing balance sheet, income statement and other financial statements.

**DECLARATION**

I hereby declare that the details furnished above are true to the best of my knowledge.