



ABDUL RASHID CHOLAKKAPARAMBAN

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Karama, Dubai-United Arab Emirates
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cprashidbava@gmail.com

CAREER OBJECTIVES

Self motivated and hard working with deep knowledge and professional experience in financial accounting, wish to make use own initiatives as part of team. Proven skill in preparing and maintaining various account of an organization independently and motivating other staff to achieve accounting objectives. As a well trained accountant in accounting software's **Tally, Taxsoft and MS Office Excel** with analytical skill secure a challenging position in a progressive concern.

EXPERIENCE

8 YEARS WORK EXPERIENCE AS AN ACCOUNTANT

1) MES School Education Board-Kerala(6 Years)2016-2022

Thazhepalam, Pookayil ,Tirur,
Kerala, India-676107

Duties and Responsibilities

- Manage day-to-day accounting activities.
- Manage accounts receivable and accounts payable.
- Bank reconciliation.
- Prepare and pass adjustment entries and finalization of accounts.
- Prepare financial statement-Income Statement, Balance Sheet and Cash flow.
- Monthly reporting to the Managing committee.
- Prepare salary in every Month.
- Co-ordination of documents required for tax filing from branches (member schools) and Prepare tax computation and returns.
- Participate in the formation and implementation of financial plans and budgets.
- Liaising with both internal and external auditors.

2) Alinsha Motors Pvt Ltd (1 Year) 2015-16

Panangara 38, Ramapuram (PO), Malappuram,
Kerala, India

Duties and Responsibilities

- Posting and processing journal entries.
- Maintaining accounts receivable and accounts payable.
- Prepare financial statement-Income Statement, Balance Sheet and Cash flow.
- Prepare tax computation and returns.
- Bank reconciliation.
- Compute the landed cost of the cars brought for sale in the showroom.
- Prepare incentive computation for showroom sales staff.
- Prepare salary in every Month.
- Monthly reporting to the General Manager-Monthly Income Statement and cash flow.
- Liaising with the external auditors.

3) H & T Associates (1 year) 2014 -15

Parappur Road, Kottakkal
Kerala, India - 676503

Duties and Responsibilities

- Collecting documents from clients
- Posting and processing journal entries.
- Bank reconciliation.
- Preparing tax computation and filing returns and submitting to the commercial taxes department.
- Preparing financial statements - Income statement and Balance Sheet.
- Liaising with clients for providing financial information and advice
- Liaising with the chartered accountant and commercial tax officers.

BASIC QUALIFICATION

University : University of Calicut

Qualification : Graduation in Commerce

SKILLS AND ABILITIES

- 1) Computer Literate knowledge of Tally ERP, Ms Excel and Taxsoft.
- 2) Efficient at working under pressure.
- 3) Making Right decisions on-the-spot.
- 4) Ability to learn new things quickly.

PERSONAL INFORMATION

Date of Birth	: 18 th September 1991
Age	31
Gender	: Male
Nationality	: Indian
Religion	: Islam
Marital Status	: Married
Languages Known	: Malayalam and English
Passport No	: M1570820
Covid vaccine	: Covishield Second Dose Vaccinated

REFERENCES

Unais Palanpadil- *Federal Tax Authority*

Tax Auditor

unaispn6667@gmail.com

+971566524525

I here by declare that the above written particulars are the best of my knowledge
And belief

ABDUL RASHID CP