

Cover Letter

To

The Recruitment Manager

Human Resources Department.

Dear Sir / Madam:

The strong cover to grow in life by associating with an institution/corporate have motivated me to forward my resume' for your evaluation. It broadly depicts the synopsis of my professional and academic background and the excellent exposure and industry experience I have acquired over the years.

I am a self-motivated and driven individual who can work under minimum supervision. My strong points are my eagerness to learn, my capability of working effectively under pressure, and also my efficient ability to work as part of a team, and be an effective team player.

I am confident that I would be an asset if given an opportunity to work at your esteemed organization, and would do my utmost to the entire satisfaction of my superiors.

In a nutshell, if you are seeking for a young, enthusiastic, responsible, and energetic person who understands people, who is capable of acquiring excellent support from others and who is committed as it takes to achieve total success and ready to work in a cross cultural environment, then please consider what I have to offer.

Work is my passion, and I assure you that my service will be full of energy, enthusiasm, dedication, and devotion indeed.

Thank you for your kind gesture and looking forward to hear from you.

Sincerely Yours,

M.A.RAHEEM

GSM #: +971 525348997

Curriculum Vitae.

M. A. RAHEEM
Financial Accountant



Personal summary

Passport Number P4532897
Passport Validity 20th Sep 2026
Gender Male
Nationality Indian
Marital Status Married
Age 31 Yrs

Driving License Oman Driving License

E-mail: maraheem4u2@gmail.com

Contact no: +971-525348997

OBJECTIVE

To obtain a challenging position in a reputable organization and to work in congruence with organization in multi-national environment with highly skilled and professional approach. Seek a carrier in a progressive environment that can help to improve my professional, creative and managerial skills and to meet the competitive needs through self-motivation and result oriented approach.

EDUCATION

YEAR	DEGREE/CERTIFICATE	INSTITUTE	AGGREGATE %
2011	MBA-Finance	Merit Institute of Business Management and Technology Hyderabad.	68%
2009	B.Com-Computers	G Pulla Reddy Degree College Hyderabad.	62%

COMPUTING SKILLS

**Application
Programming**

Microsoft Office , Windows 98,2000,XP
TFAP(Tally Financial Accounting Programmes)
From An Authorized Centre TALLY ACADEMY

WORK EXPERIENCE

Work Experience in Oman:

Al Bashayer Spl Medical Center for 5 Year 5 months as an Accountant Cum Admin
Work from 1Sep 2012 to Till Now.

Roles & Responsibilities

- Preparing & Making Monthly Invoices For the Company & Insurances
- Submitting the insurances invoices through online
- Collecting the Payment From the Debtors
- Issuing the payment to the creditors
- Checking the purchase order
- Maintaining petty cash book
- Deposits & With draws From the bank
- Keeping a record of patients' information
- Drafting letters, quotations to supplier and customers with invoices to customers
- Preparation of trial balance and profit & loss statements and financial balance sheet.
- Reviewing and reconciling the debtors and creditors accounts, liaising with them reconciling statement of accounts and making receipts & payment
- Integrated A/c With Inventory
- I can Handle Administration work
- We have to coordinate for the supply from the supplier
- I have to co-ordinate with my senior accountant for submitting invoice to the company.
- Responsible for feeding data, updating and editing documents.
- Store, Scan, organize and maintain documents, adhering to the company's document lifecycle procedures, and archive inactive records.
- Help project managers and engineers in develop and maintain documents such as meeting minutes, drawings, specifications, certifications, approvals and related items.
- Safeguard information and retrieve data more effectively in timely manners
- Providing support to clients by scheduling meetings and appointments

Work Experience In India:

Worked in "Ahmed & company Unani Pharmacy" as an Assistant accountant for "2" year from 5th February 2010 to 30th June 2012.

Roles & responsibility:

Maintained Complete Financial Accounting on Tally ERP.9 Accounting Software (Recording Day To Day Business Transaction to Finalization of A/c i.e. Upto Profit & Loss A/c And Balance Sheet By Maintaining Complete Tally Features Includes

- Bills Wise Details For Debtors And Creditors, Interest Calculation For Debtor and Creditors
- Reviewing and reconciling the debtors and creditors accounts, liaising with them

reconciling statement of accounts and making receipts & payments.

- Performing Inventory control, Maintaining records for fixed assets of the company
- Preparation of trial balance and profit & loss statements and financial balance sheet.
- Cost centers For Employees
- Maintain Price List (Fixing Discount For Old Customers And New Customer)
- Integrated A/c With Inventory
- Preparing monthly sales report, purchase report and handling inventory
- Drafting letters, quotations to supplier and customers with invoices to customers
- Making cash flow statements, maintaining bank account and daily deposits
- Handling petty cash and maintaining petty cash register

LANGUAGES KNOWN

ENGLISH	FLUENT
URDU	FLUENT
HINDI	FLUENT

EXTRACURRICULR ACTIVITIES

Playing cricket, Reading Newspapers

STRENGTHS

- Highly developed/ diversified interpersonal skills
- Financial approach to problem solving
- Accurate with great attention to detail
- Capable to work under aggressive time lines
- Pleasant manner with a high sense of commitment, integrity and patience
- Excellent Analytical, Interpersonal and Communication skills and a good team player

Declaration:

I hereby declare that all the above mentioned information are true to the best of my knowledge and So I could assure you, that I could do my best up to your satisfactory level.

THANKING YOU,

M A RAHEEM