



SHAHID RAHMAN V

ACCOUNTANT

CONTACT ME AT

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SKILLS

- Tally ERP 9
- Inventory biz
- Microsoft Office
- SAP

PERSONAL DETAILS

Passport Number : S0112205

Visa Status : Visiting Visa

Visa Expiry : 1/26/2022

Driving Licence No. : 10/6005/2014

Date of Birth : 16/11/1995

Marital Status : Married

Languages : Malayalam, Tamil, English

Nationality : Kerala, India

HOBBIES & INTERESTS

- Football
- Travel
- Movies
- Watching & Reading News

OBJECTIVE

Versatile team player eager to contribute a strong finance, accounting & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

EXPERIENCE

Scotline Agencies

2018 May - 2021 September

Accountant

Three Year experience in accounts

Biju Tax Associates

2017 April - 2018 March

TAX Practitioner

One Year experience in GST

EDUCATION

University of Calicut

2018

B.com (Finance)

Higher Secondary Kerala

2014

Commerce

State Board of Education Kerala

2012

Secondary School Leaving Certificate

NATURE OF DUTIES

- Prepare monthly Income and Expenditure account.
- Daily fund analysis planning keeping day book.
- Source for new suppliers and negotiating for the best quality at competitive price and confirming the order.
- Follow up with clients to collect the payment on time.
- Coordinate with all concerned departments in order to make sure the on-time delivery.
- Compare BRS with day book.
- Arrange periodical inventory checking and update stock status.

UNIQUE EDGES

- Product purchase and sale attitude.
- Effective business communication.
- Flexible with a positive "can do".
- Holding valid Indian Driving Licence.
- Email operation & Web browsing handling pressure.

PERSONAL HIGHLIGHTS

Four years of experience in accounts and finance with extensive business acumen. Self-motivated with excellent organizational and decision making skills. Accustomed to handling sensitive, confidential records. Scripted history of producing accurate reports and timely results. Utilizes exceptional interpersonal skills and communicative abilities to develop effective relationships with customers, suppliers and business communities.