

# CURRICULUM VITAE



**SAMHAN RASHEED**

*Mobile No.*

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*E-mail:*

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## Personal Details:

**Father Name : A.K. Rasheed**

**Nationality : Indian**

**Date of Birth : 09/06/1994**

**Religion : Muslim**

**Gender : Male**

**Marital Status : Single**

**Driving License : Oman**

## Passport Details:

**Passport No : L 9565385**

**Place of issue : KOZHIKODE**

**Visa Status : Visit**

## Career Objective:-

Seeking a challenging Career in an Esteemed Organization where my talents can be utilized for the growth of the Company as well as myself in an environment where Team Player role is significant and best to be considered as an asset by Employer to learn, gain and implement.

## "2 years" Professional Experience:-

- ❖ 3 Month **Assistant Accountant** in **BIN YOUSUF WOOD WORKS CO LLC – UAQ, UAE**
- ❖ 1 Year Experience as a **Junior Accountant** in Ridha catering services, Fujairah, UAE.
- ❖ 6 month Experience as **Admin and Accounts Assistant** in KPM Fruits Company, Thalasseri, Kerala– INDIA.

## Job Profiles:-

- ❖ Preparing all invoices and entering in accounting software.
- ❖ Develops, maintains and analyzes budgets.
- ❖ Analyzes accounts and reconciles supporting schedules.
- ❖ Develops and documents recordkeeping and accounting systems.
- ❖ Administer all bank transactions and oversee data recording procedures monthly.
- ❖ Supporting to VAT Submission & report preparation.
- ❖ Collections and payment follow-up.
- ❖ Labour & emigration works & document typing.

## Educational Qualification:-

- ❖ **B.com** (Bachelor of Commerce) Mangalore University
- ❖ **H.S.C** (Higher secondary school certificate) CBSE.

## Proficiency in Languages

English  
Hindi  
&  
Malayalam

### **Additional Qualification:-**

- ★ **Platform** : Accounting Software's skill.
- ★ **Packages** : MS-Office and **TALLY ERP 9**,
- ★ **Database** : MS-Access,

### **Skills & Strength:-**

- ❖ Knowledge of accounting principles, standards, procedures and analytical methodologies sufficient to generate financials
- ❖ Experience and proficiency in the use of PCs, Spread sheets and other business graphics software
- ❖ I have interest in ADMIN works.
- ❖ I have interest to learn more details and subjects.
- ❖ Sincere and Hard Working.
- ❖ Fast Learner and Pro Active.
- ❖ Flair for attaining knowledge.
- ❖ Ability to work both individually as well as in a team.

### **Declaration:-**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

**SAMHAN RASHEED**

Applicant