

# CURRICULUM VITAE



**MOHAMMED RASHID O. P.**

Al Ain

UAE.

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## CAREER OBJECTIVE

Seeking a suitable positions in a reputed Organizations around UAE, where my education and experience can contribute to the enrichment of myself and growth of the organization

## EDUCATIONAL QUALIFICATIONS

- **B.Com. – Computer Application (Calicut University)**
- **Plus Two - Commerce (Board of Kerala)**
- **SSLC (Board of Karnataka)**

## IT SKILLS

- Thorough working knowledge in computerized environment
- Systems involving Microsoft Office Packages
- Accounting packages – Tally ERP 9

## WORK EXPERIENCE

Organization	:	<b>M/s. ACCOUNTS</b> (Accounts contractors provide high quality and specialized accounting services to various industries.)
Location	:	Cochin – Kerala – India.
Nature of Work	:	Manual & Computerized Accounting
Position	:	Accountant
Period	:	From 2019 January onwards
Reference	:	P.V. Paulose (Ph. # 04842 384 684)

## JOB PROFILE

- Compile and analyze financial information and documents to prepare books of accounts and its finalization including tax returns and Inventory
- Maintenance of Day Book and ledgers
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet
- Preparation of projected and provisional Balance sheets
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts

## PERSONAL INFORMATION

Date of Birth : 15-07-1998  
Gender : Male  
Nationality : Indian  
Religion : Islam  
Languages Known : English, Hindi, Tamil, and Malayalam  
Passport No. : P9046479  
Date of Issue : 07/04/2017  
Date of Expiry : 06/04/2027  
Passport Issue Place : MALAPPURAM

## DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

**Date:**

**MOHAMMED RASHID O. P.**