



FASEELA RASHEED
ACCOUNTANT

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SUMMARY

Accounts Cum Office Administration with 4+ years of experience in India and UAE. A confident, multi skilled and capable accountant with excellent knowledge of finance and accounting procedures. Seeking to obtain a position where can utilize my skills, knowledge and experience within a company offering growth and opportunity.

PERSONAL DATA

DATE OF BIRTH: 04th OCT, 1991

NATIONALITY : INDIAN

PASSPORT NO. : M-6003796

VISA STATUS : HUSBAND VISA

TECHNICAL SKILLS

- Well versed in Financial Accounting, Tally ERP9.
- MS Office (Word, Excel and Power point).
- Expertise in using Internet communications via Email.
- Tally Prime

OBJECTIVES

To secure a challenging role in a reputed organization which would provide me a competitive platform where I can gain more knowledge and improve my skills.

WORK EXPERIENCE

➤ **Feb 2022- Present** **ACCOUNTANT**

WORLDWIDE DEMOLITION COMPANY

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analysis, whilst working to strict deadlines.

RESPONSIBILITIES:

- ❖ Handling journal entries of accounts at various ledger accounts.
- ❖ Handling bank statements of companies.
- ❖ Update all accounting transactions i.e., invoices, vouchers, bank statements and petty cash In Tally
- ❖ Perform bank Reconciliation
- ❖ Monthly sales and purchase report to the management
- ❖ Filing, record keeping and other duties as needed.
- ❖ Preparation of quotations and LPO
- ❖ Prepare all clients invoices and payments
- ❖ VAT return filing
- ❖ Generate project wise statements and reports.
- ❖ Update accounts receivables and issue invoices.
- ❖ Update accounts payable and perform reconciliations.
- ❖ Payroll and Overtime calculation
- ❖ Reconcile inter-company accounts
- ❖ Answering incoming calls and provide routine information in response to enquiries.
- ❖ Exercised and maintained strict confidentiality of all the document and communications.

EDUCATIONAL QUALIFICATION

- **2012-2014 – MASTER DEGREE IN COMMERCE(M.com)**

completed from
MAHATHMAGANDHI UNIVERSITY

- **2009-2012 – BACHELORS DEGREE IN COMMERCE**

(B.com) completed from
MAHATHMAGANDHI UNIVERSITY

STRENGTH

- Hardworking in all situations.
- Ability to work under pressure
- Self-motivated.
- Enthusiastic and Trustworthy.
- Effective communication skill.
- Ability to manage time
- Taking Initiatives.

LANGUAGES

English, Malayalam, Hindi

➤ Dec 2020 – Jan 2022 ACCOUNTANT AL ZAHER INTERIOR & DÉCOR

RESPONSIBILITIES:

- ❖ Prepare and posting journal entries for routine transactions.
- ❖ Handling all bank statements of the company.
- ❖ Ensure that accounting transactions are records accurately.
- ❖ Handling petty cash
- ❖ Filing of all documents and invoice.
- ❖ Preparation of quotations and invoices.
- ❖ Preparation of LPO.
- ❖ Reconcile the inter-company accounts
- ❖ Manage effectively supplier's payments and Accounts Payable accounts.
- ❖ Reconcile debtors and creditors accounts
- ❖ VAT return filing.
- ❖ Maintain accounting ledgers by verifying and posting account transactions.
- ❖ Reply for all finance related email.
- ❖ Follow up for daily, weekly, monthly reports.
- ❖ Prepares income statements, balance sheets and various other accounting statements

➤ April 2016 – Jan 2019 ASSISTANT ACCOUNTANT RB's TRADING COMPANY

- ❖ Entry of purchase and sales in Tally.
- ❖ Bank reconciliation
- ❖ Entry of payments and receipts in Tally
- ❖ Maintaining of petty cash book
- ❖ Preparation of quotations.
- ❖ Prepare all clients invoices and payments
- ❖ Filing of vouchers
- ❖ Coordinate purchase departments
- ❖ Handling mails.

DECLARATION

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