

RASHID.MK

CALICUT, KERALA

CONTACT : +91 8943589362

Email: rashidmk666@gmail.com



Career objective

To obtain professional and technical excellence through sincerity and hardworking professional and caring organization that provides a promising career progression.

Work Experience

- Accountant (November 2017 to October 2020)
AIR GUIDE TOURS AND TRAVELS, KERALA,INDIA
- Accountant cum Sales executive (November 2021 to Feb 2021)
SABACO BUILDING MATERIALS,AL SATWA,DUBAI

- Manual & Computerized Accounting
- Accounting activities up to Finalization of accounts
- Purchase and Sales Reconciliation for various periods
- Preparation of Debit note ,Credit note
- Preparation of Bank Reconciliation Statement
- Dealing with Receivables & Payables
- Computerization of accounts using TALLY and FINBOOK (Customized ERP)

Academic Qualification

<i>Course</i>	<i>Name of Institution</i>	<i>Board/University</i>	<i>Year of passing</i>
<i>B.com</i>	<i>Distance Education</i>	<i>Calicut university</i>	<i>2016</i>
<i>Higher secondary</i>	<i>C.M.M.H.S.S</i>	<i>State board</i>	<i>2012</i>
<i>Matriculation</i>	<i>P.V.S.H.S.S</i>	<i>State board</i>	<i>2010</i>

Core Competencies

- 🚚 Ability to work under pressure and handle difficult situations with confidence in line with providing the best of customer service.
- 🚚 Strong ability to learn and adjust in the new environment, while keeping in mind the current professional environment.
- 🚚 Prioritize workload and being conscious of deadlines while possessing a good sense of urgency.
- 🚚 Ability to consistently meet / exceed expected results or organizational goals within due time frames.

Attributes and Skills

- ☞ Specialized in Microsoft Office
- ☞ Specialized in Tally ERP 9.0, SAP
- ☞ Languages Known : English, Hindi and Malayalam
- ☞ Interpersonal skills
- ☞ Good in Finance and cost accounting

Personal Details

Nationality	: Indian
Date of birth	: 19.10.1994
Passport Number	: P8836234
Date of expiry	: 20.04.2027
Marital status	: Single

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief

Rashid MK