

PROCUREMENT OFFICER

RASEEN MOHAMED SALIM

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PROFESSIONAL SUMMARY

Focused Accounting Assistant with a passion for finance and accounting, seeking to take next career step in a challenging accounting role. Maintains accuracy in processing invoices. Dedicated to providing current state of accounts reports to inform cash flow management decisions. Specialize in accounting, financial planning, taxation, reporting and analysis in both private and public sectors.

PROFESSIONAL EXPERIENCE

July 10, 2020- December 28, 2021

PROCUREMENT MANAGER

ALPHA TRADE LINKS

Attingal, Trivandrum, Kerala

- Monitors business trends and product availability to pay the best price company goods and services without sacrificing quality or delivery times.
- Nurtures relationships with suppliers to negotiate the best prices for company .
- Identifies and researches potential new suppliers.
- Researches new products and services to meet companies goals.
- Assesses total costs of company purchases.
- Develops and implements strategies for storing and distributing goods or services and maintaining stock levels.

April 25, 2018 – May 23, 2020

ACCOUNTANT GENERAL

*Dar Al Zain General Transporting
and Construction, Abu Dhabi, UAE*

- Organize and maintain financial records.
- Manage all accounting transactions.
- Ensure timely bank payments.
- Reconcile accounts payable and receivable.
- Report to management regarding financial activity of the company.
- Preparation of all monthly financial reports.
- Makes and documents the company's payments.
- Keep documentation of all internal transactions.
- Reports on the company's financial health and liquidity.
- Compute taxes owed, prepare tax returns, ensure prompt payment.
- Preparation of the petty cash and balance sheet.

EDUCATION AND CERTIFICATION

MBA in Financial & Marketing in April 2017

Institute of Management & Technology, Alappuzha, Kerala University

- **Post Graduate**

BBA in Commerce and Business Administration in March 2015

CHMM College for Advanced Studies, Chavarcod, Tvm, Kerala University

- **Under Graduate**

DIFA (Diploma in Indian and Foreign Accounting) in April 2012

- **Certified by IIT, UK**

PROFESSIONAL SKILLS

- Excellent IT skills, with strong proficiency in MS Office
- Good knowledge in Tally
- Written, oral and presentation skills, and communicating effectively with non - finance people
- Able to pick up new processes quickly
- Ability to communicate effectively with all levels of management
- Ability to keep up to date with new concepts, techniques, tools and technologies
- Team-working, conflict management and influencing/negotiating

ACADEMIC PROJECTS

Supervisor at Quilon Co-operative Spinning Mills Ltd

- Study about the production process
- Actively participate in the promotional activities
- Plan and make report on marketing strategy

Sales Promotion Executive at Deedi Motors

- Analyze selling strategies
- Promote brand awareness
- Build product awareness

Working Capital Management in CAPEX

- Preparation of final accounts
- Participate in promotional activities
- Supervising the production process

PERSONAL DETAILS

Date of Birth : 09-05-1993
Gender : Male
Nationality : India
Passport No : K5673189
UAE Driving License no: 2517539
Languages Known : English, Hindi, Arabic, Tamil,
Malayalam Visa Status : Visiting Visa

All the details framed above are true to the best of my knowledge and belief and I promise to commit myself for the betterment of the organization.

Place: Abu Dhabi

Raseen Mohamed Salim