

RABEEN RASHEED

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### **Career Objective**

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for my professional growth and to contribute in the best possible way for the betterment of the organization and self.

### **Professional Qualifications**

- Comprehensive understanding of finance and accounting process.
- In-depth knowledge of International Accounting Standards and International.
- Standards of Auditing (IFRS and ISA).
- Completed Diploma course in Tally ERP 9, Peachtree etc...
- Advanced MS office packages – Word, Excel, PowerPoint etc...

### **Academic Certifications**

- ❖ BBA , UNIVESITY OF CALICUT
- ❖ HIGHER SECONDERY, MES CENTREAL SCHOOL TIRUR
- ❖ HIGH SCHOOL, MES CENTREL SCHOOL

Account Executive-Ryde Easy,Yeghna Cars India Pvt Ltd(Jan 2020-Oct 2020)

### **Work Experience**

#### **During my training, I gained expertise in**

- Financial Statements disclosure requirements as per relevant laws and International Accounting Standards.
- Financial Statements analysis, Income tax matters (both corporate and non-corporate) including determination of Taxable income and Tax liability for companies.

- Visit field locations to collect raw data necessary for Audit procedures.

### **Duties & Responsibilities**

- Maintaining cash book, ledgers, Trail Balance, Profit or Loss statements and Balance sheet.
- Accurately processed payments and maintained all receipts and cheques.
- Responsible for all bank transactions.
- Reconciliation of bank accounts, account receivable and payables.
- General ledger entry including accruals and prepayments.
- Salary entry and reconciliation.
- Handling all cash transactions.
- Checking dispatch documents are accurate.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

### **Professional skills**

- ❖ Pleasant personality and positive attitude.
- ❖ Good numerical and analytical skills.
- ❖ To achieve the goals through patience, consistency hard work and honesty.
- ❖ Ability to proactive self motivated and self directed.
- ❖ Dedication and determination.

### **Language Proficiency**

- ❖ English: (Speaking & Writing)
- ❖ Hindi: (Speaking & Writing)
- ❖ Malayalam: (Native)
- ❖ Tamil: (Speaking)

### **PERSONAL DETAILS**

- **Date of Birth : 30/01/1997**
- **Marital Status : Single**
- **Place of Birth : Tirur – Kerala**
- **Nationality : Indian**
- **Religion : Muslim**
- **Passport No : L5494451**

### **DECLARATION**

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

**Place: Sharjah,UAE**

**RABEEN RASHEED**