**Mohd Rashid** 40/71, Daftari Ka Hata,

(M.com) Near Mandakini Hotel, E-mail: [**rashidgaffar786@gmail.com**](mailto:rashidgaffar786@gmail.com)Parade Kanpur Nagar

Mob – **91-9119654301**

**… +231 777195013**

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**CURRICULUMVITAE**

**Carrier Objective**:

To achieve suitable position according to my profile in a reputed professional organization where I can make best use of my professional qualification, knowledge and experience and keeping my knowledge base ever increasing in order to contribute to positive growth of the organization.

**Qualification**:

* M.Com. from Kanpur University in year 2007
* B.Com. from Kanpur University in year 2004
* 12th from BIC Bilhaur Kanpur Nagar - 2001
* 10th from BIC Bilhaur Kanpur Nagar – 1999

**Computer Skills**:

* MS World, Advance MS Excel, **Tally Prime, Quick Books** & **SAP.**
* Computer Accounting & training from ICA in Kanpur
* Computer Accounting from Impact Education Centre in Kanpur.

**Working Experience**:

**Current Employer** Present time working in **Duraplast Liberia Inc. in Monrovia Liberia** **(East Africa)** from **11-August -2023** till now.

**Designation: - Accounts Executive**.

* Managed and Prepared accounts payable vouchers of V**endors / Suppliers**.
* Maintain all Records Day to Day like **Cash Vouchers, Receipts, Bills, and Payments.**
* Daily Stock Maintain to all **Warehouse & Stores**
* Prepare Monthly **Cash Flow & Fund Flow** Statement.
* Import Purchase Update on **Tally Prime Gold**.
* Ensured approvals on vouchers from finance manager & director for release of payments
* Prepared Cheque & getting signatures from authorized signatories.
* Guided to field staff regarding **payments requirements/disbursements**
* Managed all the record files in the record room
* Prepared Month end Closing MIS Repotting **(AR, AP, G&A, C&C Etc.)**
* Supply Chain Management with **Warehouse**.
* Handling Employee Salary **(Payroll)**.
* Prepare all type of **Quotation & Purchase** Order
* End of Day register, Monthly return register, Issue Register
* Maintain the records of **vehicles and their trips**
* Maintained the record each transaction and send to head department
* Filing & numbering of all vouchers/documents related to finance
* Reported to the Head department
* Maintained the assigned department documentation.
* Maintained balances subsidiary accounts by verifying allocating posting reconciling transactions and resolve discrepancies.

**Current Employer Present time working in Bahr Al Ebdaah EST for General Contracting Al Jubail Saudi Arabia from 29-June-2016 till 17-12-2022**

**Designation: -** Accounts Department.

* Maintained ledgers and generating Monthly financial statements
* Objectively review an organization's business processes
* Evaluate the efficacy of risk management procedures that are currently in place
* Protect against fraud and theft of the organization's assets
* Ensure that the organization is complying with relevant laws and statutes
* Make recommendations on how to improve internal controls and governance processes
* Balance sheets, Income statements **/** Profit and loss financial statement **/** cash flow statement Trial balances summarising information about records and analysis report.
* Prepared Accounts receivable & Payables of various sites.
* Coordinated with Territory managers and solve the disputes of invoices, confirm all the payments of due invoices are received on time.
* Managed and Prepared accounts payable vouchers of vendors / suppliers.
* Handled Bank activities
* Managed and Prepared accounts receivable voucher.
* Maintained Petty Cash Book.
* Prepared payments by verifying documentation, and requesting disbursements.
* Maintained all Internal Checking and Internal Auditing
* Details with Auditors and Company Territory Manager.
* Prepared and making Salary Sheet for Staff & Employees.
* Maintained record of each transaction
* Reconciled financial discrepancies by collecting and analyzing account information.
* Prepared monthly, quarterly and annual financial statements (balance sheet, income statement, statement of cash flow, statement of owner equity).
* Ensured reliability and integrity of financial information
* Manage electronic and paper files, manage calendars, plan meetings and conferences, and make travel arrangements
* Prepared Accounts receivable & Payables of various sites.
* Ensured approvals on vouchers from finance manager & director for release of payments
* Bank signatory list and bank letters preparation as per requirements of organization.
* Prepared Cheque & getting signatures from authorized signatories.
* Guided to field staff regarding payments requirements/disbursements
* Managed all the record files in the record room
* Month end Closing MIS Repotting (VLC, G&A, C&C Etc.)
* Supply Chain Management
* Handling Employee Salary
* Prepare all type of Quotation & Purchase Order
* End of Day register, Monthly return register, Issue Register
* Maintain the records of vehicles and their trips
* Maintained the record each transaction and send to head department
* Filing & numbering of all vouchers/documents related to finance
* Reported to the Head department
* Maintained the assigned department documentation.
* Maintained balances subsidiary accounts by verifying allocating posting reconciling transactions and resolve discrepancies.
* Managed all the record files in the record room

**Working Experience**:

**Previous Employer working in Varun Beverages Ltd. Jainpur Kanpur Dehat (U.P.) from 25-Feb-2015 to 16-June-2016**

**Designation: -** Accounts Executive

* Handling of Accounts Payable.
* Vendor reconciliation and monthly MIS.
* Prepare Monthly Sale Tax Details
* Posting Bank Entry & Monthly Bank Reconciliation
* Prepare Monthly TDS Details
* Form 24Q, 26Q & 27Q
* Excise Return ER1, ER6, & ST3 Returns Monthly.
* Month end Closing MIS Repotting (VLC, G&A, C&C Etc)
* Supply Chain Management
* Handling of Freight Module in SAP

**Previous Employer**: - Worked with **PepsiCo India Holdings Pvt Ltd** **from** 25-Dec-2012 to 19-Feb-2015

**Designation: -** (Account Officer).

**Job Profile**:

* Preparation and recording Cash Vouchers, Journal vouchers, Bank Vouchers, Purchase & Sales Vouchers
* Preparation of vouchers/bills/invoices/office documents
* Reconciliation of Bank account & inter-office company.
* Monitoring & checking of monthly site expenses.
* Preparing Daily fund position of the company.
* Preparing vendor cheques. Verification & accounting of vendor bills/ employees for payments.
* Filling of Vat E – Return
* Preparation of VAT, Excise & SERVICE TAX Register.
* Filling of Excise E Return & ST3 Return

**Previous Employer: -** Worked with **Jajmau Chemical & Allied Industries** .from 28-Feb-2009 to June 21-Dec-2012

**Designation: -** (Accounts Executive).

* Payroll processing.
* Purchase and sales processing.
* Vendors and creditors reconciliation.
* Reconciliation of Inter unit transactions.
* Preparation of Management report with reference documents.
* Expenses Processing.

**Previous Employer:** Worked with **M/s MI Footwear & Components Limited.** Kanpur as an accountant from 15-June-2008 to 26-Feb-2009

**Designation:** (Assitant.Accountant)

* Preparation of monthly PF Challan.
* Journal entry of revenue and expenses.
* Day to day accounting, Preparation of Voucher.
* Generation of bill.
* Maintaining of cash book.
* Issuances of Debit & Credit note to concern parties.
* Book keeping of all transactions relating to expense & petty cash on daily basis.
* Preparation of required documents for sales tax department.
* Maintain Stock Book in Tally
* Maintain Physical Register in Stock
* Managed all the record files in the record room

**Personal Details:**

Date of birth **:** 06.July 1987

Father's name **:** Mr. Abdul Gaffar

Gender **:** Male

Marital Status **:** Married

Nationality **:** Indian

Current Address **:** 40/71, Daftari Ka Hata, Near Mandakini Hotel, Kanpur Nagar.

Permanent Address **:** House No. 90/12 Bhagat Singh, Bilhaur Kanpur Nagar

Contact Nos. : 9119654301

**DECLARATION**

I hereby declare that all the information provided above is true to my knowledge.

Date: 21-July-2024 Place: Kanpur

(Mohd Rashid)