

CURRICULUM VITAE

JASHEER RAHMAN

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OBJECTIVE

To work in challenging and responsible environment in an outstanding organization and supportive management where I can utilize my analytical, technical work experience as well as I can develop my personal skills.

WORK EXPERIENCE

TOTAL 6 YEARS UAE EXPERIENCE

OCEAN MILLS LLC, SEA PORT, FUJAIRAH. FEB/2014 – NOV/2020

Designation - Accountant General

Ocean Mills LLC is a modern flour milling facility in the United Arab Emirates strategically located in the Fujairah Sea Port.

Duties and Responsibilities

- Verification of invoices, cash and cheque collection and preparing daily sales and collection report.
- Voucher entry for day to day transactions.
- Tracking receivables and follow up for payments receivable.
- Maintains customer confidence and protects operations by keeping financial information confidential
- Preparing daily, weekly and monthly sales and collection report.
- Preparing bank reconciliation.
- Preparing overtime summary report and calculation overtime payable.
- Monitor authorized account reconciliation process.
- Supervise and ensure efficient working of all financial transactions in organization.
- Collate bank statements on monthly basis.
- Follow up and assure timely receipt of all sales and report all delayed payments to the Manager.
- Handle monthly, quarterly and annual closings
- Compute taxes and prepare tax returns
- Audit financial transactions and documents
- Publish financial statements in time
- Maintain and control petty cash.

- Process payment vouchers and cheques for local suppliers.
- Send monthly receivable statements to all customers.
- Documents financial transactions by entering account information.
- Substantiates financial transactions by auditing documents
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends

JASMIN CONSTRUCTION COMPANY KASARAGOD, KERALA, INDIA 2011-2013

Designation – Accountant

Jasmin Construction Company is based in India. It was established 30 years ago and operating throughout the region. The main projects of the company are awarded from Government departments. Company mainly concentrates on road & bridge constructions.

Duties and Responsibilities

- Handled the responsibilities of preparing reports and documents for the government
- Assist construction staff on their day to day activities.
- Assist the staff on their administrative requirements.
- Provide documents needed for inter-departments and staff within division.
- Controlling all outgoing documents via external transmittal and maintain the register by updating the list of documents and date of submission.
- Receipt and register of specifications, drawings and documents for projects. Ensure proper distribution of drawings and other documents.
- Maintain files of all internal and external correspondences, minutes of meeting and other project technical documents.
- Preparation of meeting schedules and follows up.
- Coordination with HR, Admin, & Project departments on day to day basis.
- Preparing work progress graphs and reports in excel and word.
- Incoming and outgoing department email responsibilities.

TENCO PVT LTD KASARAGOD KERALA INDIA 2010-2011

Designation - Junior Accountant

The Tenco Pvt. Ltd took its origin in 1983 as a wood based firm called Tenco Pvt Ltd. The group is focused on granite mining and crushing. Later, it diversified into multi disciplinary business activities.

Duties and Responsibilities

- Prepare and process payments as per the agreed credit terms after obtaining the required approvals on the paid invoices
- Follow up with retail collections and recording collections once received, and prepare aging of receivables reports

- Disburse petty Cash and Booking the Petty Cash entries into the system
- Booking Invoices and Accruals
- Prepare payroll, calculate Leaves, deductions and Adjustments, attend to Personnel Related Issues
- Prepare costing sheets & booking into the system - Ensure that invoices received are as per the accrued pre agreed rate and check the variance if any
- Opening Bank Guarantees, Letter of Credits and recording the bank charges.

Educational Qualification

- MBA in finance from City International College , Ajman ,U.A.E.(2015-2017)
- Bachelor of commerce (B.com) from Dr. Ambedkar Arts & Science College (2005-2008) University of Kannur, Kerala state, India
- Passed +2 from Kundamkuzhy Government Higher Secondary School under Kerala board on 2005

Technical Qualification

- Accounting software's (Tally), Sage line50, Phenix
- Well versed in Windows/ have an excellent knowledge in Advanced MS Office (MS-Word, MS Excel, MS-Power point & internet

Languages

- English, Hindi and Malayalam

Personal Details

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|------------------------------|----------------|
| • Date of Birth | : 26- 04 -1988 |
| • Marital Status | : Married |
| • Nationality | : Indian |
| • Passport No | : T2449684 |
| • Driving License No (U.A.E) | 225886 |

Visa Status - Visit Visa (Expiry Date – 5 April 2021)

Declaration

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

DATE : 03/11/2020
PLACE : SHARJAH

JASHEER RAHMAN