

RESUME



Rashid Mustafa P

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CAREER OBJECTIVE

To Become part of an organization wherein my skills and talents would be enhanced and developed to the fullest of my abilities. Be assigned in an office or establishment with roles and responsibilities that fit my earned experience.

CORE COMPETANCIES

- Interpersonal Skills.
- Team Player, Hard working, Ambitious.
- Excellent Communication.
- People Management & Time Management.
- Customer Service skills.
- Very confident and thorough in executing the assigned jobs systematically.

PROFESSIONAL EXPERIENCE

General Accountant

Direct Information Technology LLC. (March 2018 – Present)
Dubai, United Arab Emirates.

Roles and Responsibilities.

- Bank Reconciliation.
- Value Added Tax preparaion & Payment.
- WPS Preparation & Payroll Management.
- Handling all kinds of Bank Transactions.
- Sales Invoicing.
- Petty cash handling.

Accounts Assistant

Har Auto Pvt Ltd. Kannur, Kerala (2012 – 2016)

Roles and Responsibilities.

- Customer Service Executive
- Accounts Payables & Receivables
- Main Cash Handling
- Bank Reconciliation
- Handling all kinds of Bank Transactions.

Accountant

The Professional Desk Kannur, Kerala (2016 – 2017)

Roles and Responsibilities.

- Analyzing and preparing financial documents and reports, such as tax returns, income statements and balance sheets.
- Control over all Accounting and Financial Transactions.
- Preparation of year ending Schedules and Accounts for Auditing.
- Accounts Recievables

ACADEMIC QUALIFICATION

- Completed B.Com Graduation from Kannur University (2009-2012)
- Plus Two Commerce from Board of Higher Secondary Examination Govt. Kerala (2007-2009)
- S.S.L.C. (Secondary School Leaving Certificate) Govt. Kerala. (2007)

COMPUTER PROFICIENCY

Professional Tools : Tally (ERP9), MS-Excel, MS-Word, Quick Books
Présentation Tools : MS-Power Point

LANGUAGE KNOWN

To Speak : English, Malayalam, Hindi
To Read & Write : Arabic

PERSONAL DETAILS

Nationality. : Indian
DOB : 18th May 1992
Passport No. : M0881100
Permanent Address : Puthiyackal House.
Munderi, Kannur, PO: 670591
Kerala, India

DECLARATION

I do here by declare that the above information are true and correct to the best of my knowledge and belief.

Place : Dubai
Date :

Rashid Mustafa .P