

# MOHAMED RASHAD

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## OBJECTIVE

Intend to build a career in a well-known Business enterprise to enhance my quality, skills, knowledge and technique for the betterment of the enterprise. Perform well under pressure and short-notice demands. Also have a strong desire to grow professionally and constantly ready to face the Challenges.

## EXPERIENCES

### Global Exposure

**ACCOUNTANT (2020- 23)**  
**CAPITAL WHOLESALE POINT, UAE.**

#### Assigned Duties

- Final Accounts for VAT Returns and periodical audits
- Accounting and Bookkeeping Functions
- General office Administration and Documentations
- Debtors and Creditors Management
- Payroll Preparations and Management
- Sales, Billing and Cash Management

### Local Experiences

**CHIEF ACCOUNTANT (2019-20)**  
**MEDIFAIR AGENCIES, TIRUR, KERALA, INDIA.**

- MIS Preparation and Presentation
- Data verification and preparation for Tax returns.
- Monitoring of accounting entries and Periodical closure of books of accounts
- Payroll preparation as per the applicable regulations.
- Safeguarding of legal documents and supporting evidence.
- Training and Advice for Subordinates.



## PERSONAL STRENGTH

**G**ood knowledge of statistical tools & techniques

**S**trong management skills

**S**trong analytical and strategic thinking skills

**E**xcellent organizational skills

**E**xcellent problem solving skill

**A**bility to work effectively with individuals from diverse background.

**S**trong computer skills and experience with accounting software package like Tally

**S**trong leadership ability

**A**bility to set priorities and manage time effectively

**V**ery good communication and interpersonal skills

**A**bility to think through problem

**P**roactive and Professional attitude

**H**aving Leadership qualities

## LANGUAGES KNOWN

ENGLISH  
MALAYALAM  
HINDI  
TAMIL

## ACCOUNTANT (2015-18)

FAIR ASSOCIATES, TIRUR, KERALA, INDIA.

- Recording of Daily Transactions and Posting of adjustment Journals.
- Periodical reconciliation of books with bank statement and Party ledgers
- Assistance for Preparation of Tax returns.
- Assistance for closure of books of accounts and MIS Reports.
- Data compilation for audit of accounts.
- Documentation and safeguarding of supporting documents.
- Cash management and petty cash custodian.

## QUALIFICATIONS

### MASTER OF BUSINESS ADMINISTRATION (2016-18)

BHARATHIAR UNIVERSITY, GOVT. OF TAMIL NADU, INDIA

### BACHELOR OF BUSINESS ADMINISTRATION (2013-16)

UNIVERSITY OF CALICUT, GOVT OF KERALA, INDIA.

### SECONDARY SCHOOL (SCIENCE)

DEPARTMENT OF GENERAL EDUCATION, GOVT OF KERALA

## DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

MOHAMED RASHAD

## COMPUTER SKILLS

- TALLY ERP
- PEACHTREE
- MYOB
- ZOHOBK
- FOCUS
- MS OFFICE
- PROACTIVE TO DIGITAL VICINITY

## PERSONAL DETAILS

Date of birth : 01/06/1994

Gender : Male

Passport No : P8677722

Marital status : Single

Nationality : Indian

Visa Status : Visit Visa

Exp Date : 27-11-2023