



## PROFILE

Motivated and detail-oriented accounting graduate with a solid foundation in financial principles and accounting practices. Proficient in accounting software including Tally Prime, ZohoBooks and Excel, with strong analytical and problem-solving abilities.

Oversee the production and daily work of a company or organization. work in many different fields, where tasks may include overseeing the hiring and training of employees, monitoring organizational production and suggesting process improvements to increase productivity.

## EXPERTISE

- LEADERSHIP
- COMMUNICATION
- TIME MANAGEMENT
- DECISION MAKING
- PROBLEM SOLVING
- DATA MANAGEMENT
- ORGANIZATIONAL SKILLS
- ACCOUNTS MANAGEMENT
- PRODUCT DEVELOPMENT
- BANK RECONCILIATION
- ACCOUNTS PAYABLE AND RECIEVABLE
- FINANCE OPERATIONS

## TECHNICAL AND SOFTWARE SKILLS

- TALLY PRIME AND ERP
- ZOHO BOOKS
- MICROSOFT EXCEL
- MICROSOFT WORD
- MICROSOFT POWERPOINT
- GST

## LANGUAGES

ENGLISH  
HINDI  
MALAYALAM

# MOHAMED RASVIN AREEKADAN

OPERATION EXECUTIVE

ACCOUNTANT

PROCUREMENT MANAGER

☎ 0562914102    ✉ rasvinrzvi123@gmail.com

## EXPERIENCES

### FAMILY MART SUPERMARKET | Jan 2020- Present

MANAGING , SALES , PROCUREMENT, ACCOUNTANT

- Develop and execute comprehensive marketing strategies and campaigns that align with the shops goals and objectives.
- Lead, mentor, and manage a high-performing sales team, fostering a collaborative and results-driven work environment.
- Monitor shops brand consistency across marketing channels and materials.
- Done internal audits, helping to identify discrepancies and implement corrective actions.
- managing accounts payable and receivable.
- maintain accurate procurement records and documentation.
- coordinate with cost control, accounts department & signatories.

### GOLDEN WINGS GLOBAL BUSINESS SOLUTION | JAN 2024- NOV 2024

ACCOUNTS AND TRANSACTION TRAINEE

- Conducted account reconciliations to ensure accuracy and completeness of financial data.
- Assisted in the preparation and filing of tax returns, ensuring compliance with federal, state, and local regulations.
- Participated in internal audits, helping to identify discrepancies and implement corrective actions.
- Prepared and processed invoices, purchase orders, and expenses reports.
- Provided administrative support to senior accountants, including scheduling meetings and preparing documentation.
- Learned and applied basic principles of accounting and finance to support team projects and initiatives.

## EDUCATION

BCOM TRAVEL AND TOURISM | 2021 – 2024

MALABAR COLLEGE OF ADVANCED STUDIES VENGARA  
(Specialization in bcom Travel and tourism)

DIPLOMA IN CERTIFIED PROFESSIONAL COMPUTERISED  
ACCOUNTING | 2024 Jan– 2024 Nov

GOLDEN WINGS BUSINESS SOLUTIONS

Council For Technical Development Continuing Academic  
Educational and Scientific Studies (CTDS)

HIGHER SECONDARY EDUCATION | 2019 – 2021

AR NAGAR HIGHER SECONDARY SCHOOL , CHENDAPURAYA

Department of higher secondary education in commerce stream

## REFERENCE

SHARAFUDHEEN

GOLDEN WINGS GLOBAL BUSINESS SOLUTION. / CEO

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