



# ABDUL RASHID

ACCOUNTANT CUM ADMIN

## CONTACT

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Al Barsha , Dubai  
United Arab Emirates

## EDUCATION

BACHELOR OF COMMERCE -  
FINANCE  
UNIVERSITY OF KARNATAKA  
I 2013 - 2016

## SKILLS

- Financial Accounting
- Cash Handling
- Accounts Payable/Receivable
- Customer Relationship
- Bank Reconciliation
- Effective Communication
- Time Management
- Leadership Skill
- Active Listening
- Responsibility

## LANGUAGES

- English – Fluent
- Hindi – Fluent
- Arabic – Basic
- Malayalam – Native

## PROFILE

Detail-oriented and reliable Accountant cum Cashier to manage financial transactions, maintain accurate accounting records, and handle daily cash operations. The ideal candidate will have a strong background in accounting principles, excellent numerical skills, and the ability to handle transactions efficiently. This role involves maintaining day-to-day accounts, preparing financial reports, handling cash, processing payments, and ensuring compliance with company policies and accounting standards.

## WORK EXPERIENCE

### ACCOUNTANT CUM CASHIER

Nayara Energy Limit I India 2022 - 2024

- Handle daily cash transactions, including receiving and disbursing payments.
- Record and reconcile receipts, payments, bank deposits, and petty cash.
- Maintain accurate ledgers, journals, and financial records.
- Prepare invoices, bills, and account statements.

### ACCOUNTANT - ADMIN

Koyenco Trading FMCG I Doha , Qatar 2020 - 2022

- Managed day-to-day accounting operations, including ledger entries and reconciliations.
- Prepared timely financial statements and budget reports.
- Handled invoicing, cash flow, and vendor payments.
- Ensured compliance with Qatari tax and financial regulations.

### ACCOUNTANT

Al - Sabir Trading Company I Doha , Qatar 2017 - 2020

- Recorded and reconciled all financial transactions.
- Monitored accounts receivable/payable, processed salaries, and prepared monthly closures.
- Assisted with audit preparation and documentation.
- Communicated with clients and suppliers regarding financial matters.

## TECHNICAL SKILLS

- Tally ERP
- MS Excel
- MS Word
- QuickBooks
- MS Office