



MOHAMED RASHID P P

CONTACT INFORMATION

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PERSONAL DETAILS

Date of Birth : 28/11/1991
Nationality : Indian
Marital Status : Married
Passport No : N8241002
Expiry Date : 28/02/2026

SKILLS & ABILITIES

- Financial Reporting & Analysis.
- Profitability Analysis.
- Follow up for Debtors Outstanding payment.
- Sales Coordinating.
- Maximizing the sales performance by establishing strong relationships and gaining insight to the needs and lifestyles of the client.
- Cheque Preparation.
- Inventory Management.
- Sales reconciliation and sales summary.
- Bank Work & Credit card issue clearing.

KEY STRENGTH

- Self Confidence
- Excellent convincing skills Leadership

CAREER OBJECTIVE

Obtain an appreciated position to acquire the first hand feel of corporate work environment where I can learn new knowledge, skills and technical abilities for achievement of organizational goals.

EMPLOYMENT HISTORY

ACCOUNTANT (GOLDEN PALACE GROUP OF COMPANY IN DUBAI) 2 YEARS

- Reconciliation of Branch Accounts.
- Maintain office and outlet petty cash account.
- Preparing vendor reconciliation.
- Quarterly VAT Filing.
- Prepare financial statement and supporting schedules according to monthly close schedule.

ACCOUNTANT (LULU GROUP INTERNATIONAL LLP.) 2.5 YEARS

- Reconciliation of Accounts, Inventory, Sales etc.
- Accounting and reconciliation of general ledger account.
- Maintain office and outlet petty cash account.
- Preparing monthly management reports and supporting schedules.
- Preparing Income Statement, Balance sheet and Cash flow Statement.
- Coordinate with credit control regarding customer enquirers about credit facility, terms of payment.
- Preparing Sales invoices and follow-up for the payment.

ACCOUNTANT (HERO MOTO CORPS PVT LTD) 1 YEARS

- Provide input into department's goal setting process.
- Prepare financial statements and produce budget according to schedule.
- Direct internal and external audits to ensure compliance.
- Plan, assign, and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Communicate effectively with clients.
- Communicate with Manager and/or Director on work status and client issues that arise.

ACCOUNTANT (YAMAHA MOTORS PVT LTD) 1.5 YEARS

- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing database backups.
- Verify, allocate, post, and reconcile transactions.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Provide technical support and advice on management.

COMPUTER SKILLS

- SAP
- LINUX
- TALLY
- PEACH TREE
- QUICK BOOK
- MYOB
- MS OFFICE

LINGUISTIC ABILITIES

- English
- Hindi
- Tamil
- Malayalam

EDUCATIONAL HISTORY

- **M.com** (MG University)
- **B.com** (University of Calicut)
- **PGDIFA** (Post Graduate Diploma in Indian and Foreign Accounting)

PROFESSIONAL DEVELOPMENTS

- TALLY 9. ERP ACCOUNTING SOFTWARE WITH VAT, CST, EXCISE AND SERVICE TAX
- GOOD WORKING KNOWLEDGE OF INTERNET

DECLARATION

I hereby declare that the above -mentioned details are true and correct to the best of my knowledge and belief.

MOHAMED RASHID P P