

RAHMAN KASIM

ACCOUNTANT / CASHIER

To achieve a challenging position in a professional organization through self improvement by excelling all responsibilities with sincere hard work, dedication and commitment. To work towards the development of organization and grow with it.



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📍 UAE

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WORK EXPERIENCE

Accountant Student Intern

CAPELLA CORPORATE TAX CONSULTANCY

02/2024 - Present

Al Ain, UAE

Achievements/Tasks

- Successfully managed a client's accounts from basic transactions sorting to final financial report preparation using Microsoft Excel and Tally software.
- Proficiency utilized Microsoft Excel to analyze financial data, identify patterns, and generate comprehensive reports, aiding informed decision-making for the client.
- Demonstrated expertise in operating Tally software for maintaining accurate financial records, streamlining bookkeeping processes and generating financial statements.
- Successfully prepared financial statements, including balance sheet, income statements, adhering to international accounting standards.
- Exhibited strong attention to detail while reconciling financial data, identifying discrepancies, and ensuring the accuracy of financial reports.

CASHIER WITH BRANCH INCHARGE

SODAS GROUP EST.

06/2016 - 09/2022

Riyadh, KSA

Achievements/Tasks

- Accepting payments from customers and give change and receipts.
- Cross-selling and upselling products.
- Reconciling cash drawers and sales receipts.
- Highly skilled in using cash registers.
- Supervised all the operational & administrative affairs of the branch.
- Managing resources & staff, developing & attaining store goals and delivering customer services.

ACCOUNTANT

AL HADI SPICES LLC.

2015

UMM AL QUWAIN, UAE

Achievements/Tasks

- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Record and reconcile daily transactions.
- Reconcile bank accounts and other financial accounts.
- Monitor accounts payable and accounts receivable.
- Assist with month-end and year-end close processes.
- Maintain internal financial controls and procedures.
- Assist with internal and external audits.
- Monitor and analyze financial performance.

SKILLS

Standards of accounting

Software proficiency - EXCEL, TALLY AND SAP FICO

Data analysis

Attention to detail

Payroll

UAE VAT

Financial reporting

Accounts payable and receivable

EDUCATION

Bachelor of Commerce (2011 - 2014)

- University of Kerala

CERTIFICATION

DIPLOMA IN TAXATION AND UAE VAT (2024)

SAP FICO (2023)

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Professional Working Proficiency

Arabic

Limited Working Proficiency