



Address

Satwa, Dubai

Language Proficiency

English
Malayalam
Hindi
Arabic

Contact Numbers

UAE : +971 507265697
India : +91 8086517527

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rashidka27@gmail.com

Personal Data

Date of Birth : 15.10.1993
Gender : Male
Nationality : Indian
Marital Status : Married

CURRICULUM VITAE

MOHAMMED RASHID K A

Profile

An enthusiastic reliable and optimistic financial Professional credentials of Diploma in Indian and Foreign Accounting (DIFA) with more than 4 year of experience in the field of finance, accounting and cashier positions, proficient in credit management, financial accounting and cash flow management. Seeking a suitable position in Accounts, Finance, and Cashier, where my education and experience can add value to the organization and the same time help to develop my knowledge and exposure.

Academic Credentials

Educational

- ☐ B.Com (Bachelor in Commerce)
University of Calicut, India
- ☐ Plus Two
Kerala, India
- ☐ SSLC
Kerala, India

Professional

- ☐ DIFA- (Diploma in Indian and Foreign Accounting)

Work Experiences

- Two year experience as an Accountant at Retail Store in Kerala, India
- Two year experience as Cashier/Assistant Manager in Restaurant field in Dubai
- Two year experience as Office Assistant in District Panchayath Office at Malappuram, Kerala, India
- Two year experience as Sales Representative in Electronics Section in India

Practical skills

- ☐ Good written and interpersonal skill able to follow standard operating procedures.
- ☐ Intermediate level computer skills.
- ☐ Good manual dexterity

	<input type="checkbox"/> Able to work to a schedule and meet deadlines. <input type="checkbox"/> Able to remain calm and confident under pressure <input type="checkbox"/> Pays attention to detail. <input type="checkbox"/> Problem solving skill <input type="checkbox"/> Able to maintain satisfactory level of attendance
	Responsibilities
	<input type="checkbox"/> Good interpersonal and communication skills. <input type="checkbox"/> Maintaining books of records <input type="checkbox"/> Reconciling expenses and accounts <input type="checkbox"/> Track employee time and attendance for payroll <input type="checkbox"/> Support finance manager to create various reports <input type="checkbox"/> Evaluate and report on usual transactions to the authorities <input type="checkbox"/> Assisting in finalization of accounts <input type="checkbox"/> Year end stock taking
	Core Competencies
	<input type="checkbox"/> Credit Management <input type="checkbox"/> Financial Assistant <input type="checkbox"/> Problem Solving <input type="checkbox"/> Time Management <input type="checkbox"/> Self-awareness <input type="checkbox"/> Self-management <input type="checkbox"/> Social Awareness <input type="checkbox"/> Relationship Skills <input type="checkbox"/> Responsible Decision-making. <input type="checkbox"/> Cash Flow Management <input type="checkbox"/> Customer Relationship
	Software Skills
	<input type="checkbox"/> Windows <input type="checkbox"/> Linux <input type="checkbox"/> MS Office-Word,Excel&Power Point <input type="checkbox"/> Internet &Email

Declaration

I hereby declare that all the above details furnished by me are true to the best of my knowledge.

Place: Dubai

Yours Sincerely,

Date: 02.05.2024

MOHAMMED RASHID K A