



RASHID .V .P

Graduated Accountant

ABOUT ME

A **B.Com (finance)** with **2 years and 5 months** of solid experience in Accounting, Tax Services. Day to Day Accounting, Goods and Service Tax (GST), TALLY, and MS OFFICE. Seeking to leverage my technical and professional expertise to learn and grow in the new role of Accountant at your company.

WORK EXPERIENCE

ACCOUNTANT

M/S. ACCOUNTANTSHIP

Edakkara, Malappuram, India

April 2020 to August 2022

- Data entry in Tally.
- Books clearing in Tally for Various companies.
- Financial statement preparations and finalization.
- Coordinating with all staff of clients for clearing Doubts, Especially Billing Staff.
- GST and TDS Calculation and Filling monthly.
- Preparation of cash flow and fund flow statements.
- Preparation of projected and provisional Balance sheet.
- Payroll preparation and Accounting.
- Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors, and intercompany accounts.

EDUCATION

2022 Bachelor of Commerce (Finance)

Calicut University

2017 Plus two (Board of Kerala)

Matriculation in Commerce

2015 SSLC (Board of Kerala)

(Pre-matriculation)

CONTACT ME AT

 International City

Dubai, UAE.

 0565632575

 rashidvp1999@gmail.com

LANGUAGES

English ★ ★ ★ ★ ★

Malayalam ★ ★ ★ ★ ★

Arabic ★ ★

Hindi ★ ★ ★

STRENGTH

- Ability to work under pressure
- Quick to absorb and retain new information and procedure
- Fast typing in English key board
- Team builders and efficient communicator
- Major factors for the maintenance of relationship with key people and Behavior

TECHNICAL SKILL

- Tally ERP 9
- Tally prime
- MS office

REFERENCE

MS. Accountantship

Phone :+91 7904132046

E-mail : anctship@gmail.com

PERSONAL DETAILS

Date of Birth : 29/09/1999

Gender : Male

Marital Status : Single

Nationality : Indian

Father Name : Abdul Azeez

Address (Perm) :Velluvampali House

Karappuram P.O , Malappuram, Kerala - 679331

DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Rashid V P