SAROSH RASHID

📞 +91 87915 22617

✉️ shery.rashid@hotmail.com

📍 Moh. Hayat Nagar, M.B.D. Road, Seohara, Bijnor, U.P., India

---

# Professional Summary

Motivated and detail-oriented finance professional with a Master’s degree in Finance and 4+ years of experience in accounting, administrative, and financial operations. Proficient in Tally ERP, MS Office, and financial reporting, with a strong ability to work independently and within teams. Known for a positive attitude, punctuality, and excellent communication skills.

# Professional Experience

**Junior Accountant**

Faiz Continental Firm, Moradabad— Jan 2021 – Present

- Maintain financial records using Tally ERP and Busy software

- Manage invoices, purchase entries, and daily transaction logs

- Perform monthly reconciliations and support audit processes

**Administrative Assistant**

Mahindra Institute, Moradabad — 2020 – 2021

- Oversaw students records and fee collections

- Managed documentation, scheduling, and reporting

- Provided administrative support and liaised with staff and students

# Education

**M.Com (Finance)**

Mahatma Jyotiba Phule Rohilkhand University, Bareilly – 2016

**B.Com**

Mahatma Jyotiba Phule Rohilkhand University, Bareilly – 2014

**Senior Secondary**

St. Mary Sr. Sec. School, CBSE – 2011

**High School**

Mary & Jesus Convent School, CBSE – 2009

# Certifications

- Computerized Financial Management (Tally ERP)

- Course on Computer Concepts (CCC), Ministry of Electronics & IT

# Technical Skills

- Accounting Software: Tally ERP, Busy Accounting

- Productivity: MS Office (Excel, Word, PowerPoint)

- OS: Windows, Linux, macOS

- Design Tools: Adobe Photoshop

- Basic knowledge of computer hardware

# Key Skills

- Financial Reporting & Bookkeeping

- Communication & Interpersonal Skills

- Team Collaboration & Independent Work

- Time Management & Problem Solving

- Adaptability and Quick Learning

# Languages

- English, Hindi, Urdu

# Hobbies & Interests

- Reading newspapers and novels

- Playing cricket

# Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.  
  
(Sarosh Rashid)