

RINUJA RASHEED

ACCOUNTS EXECUTIVE

PROFILE

Accurate and immensely motivated finance Graduate, Highly skilled at generating and analyzing financial report, leading cash flow analysis etc.

WORK EXPERIENCE

2022 – Present: Accounts Executive

Metro Trading Est., Pathanapuram, Kerala

- Responsible for compiling accounts payable transactions each month and creating a report.
- Responsible for keeping accounting department files accurate and organized
- Reports for management and stakeholders

2020 - 2021 : Junior Accountant

Triveni Supermarket, Pathanapuram, Kerala

- Daily report preparation
- Draft invoices, reports, and vendor payments
- Assist accountants with quarterly and year-end closings

EDUCATION

2009 to 2011 B com with co operation

Mahatma Gandhi University, Government of Kerala

CGPA: 7.02/10

2006 to 2008 Plus Two Commerce with Computer Accounting.

Board of Higher Secondary Education, Government of Kerala.

CGPA: 7.534/10

2006 march SSLC, Board of Secondary Education

CGPA: 6.41/10

CERTIFICATIONS

Certificate in DTP and Tally



CONTACT

Address

Buiding No 16, Near Burjreel
Farha Alain Hospital,Asharej,
Alain

Phone

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Email

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SKILLS

Languages

English,Hindi,malayalam

Interpersonal

Analytical mind,Negotiation
Skills,Ability to develop strong
working relationships

Business

Commercial and business
awareness,Good Communication
skills

Computer

MS office ,Tally