



# MUHAMMAD RASHID

## PROFILE

To work and learn in a challenging environment, utilize my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as of the organization.

## CONTACT

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**Location:- Dubai,UAE**

## LANGUAGES PROFICIENCY

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

## PERSONAL DETAILS

- NATIONALITY : INDIAN
- DATE OF BIRTH : 25-04-1995
- MARITAL STATUS : SINGLE
- PASSPORT NO: N4681547

## CURRENT EMPLOYMENT

- ❖ Designation: **CUSTOMER SERVICE EXECUTIVE**
- ❖ Duration : **April 2021- Till date.**
- ❖ Company : **SHARAF EXCHANGE LLC**

## DUTIES AND RESPONSIBILITIES

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about Exchange products and services.
- Corporate Registration, KYC and TT Transaction processing.
- WPS Company Registration, KYC, Salary processing in cash, cheques or account transfers and salaries authorization
- WPS salary cards processing, updation and filing.
- Exchange Loyalty cards processing, issuance and filing.
- VAT Payment collection and processing.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track exchange information and generate reports.
- Following all financial and security regulations and procedures

## WORK EXPERIENCE (UAE)

- ❖ Designation: **CASHIER CUM CUSTOMER SERVICE**
- ❖ Duration : **October'2017-July'2018**
- ❖ Company : **MAJID AL FUTTAIM RETAIL-CARREFOUR HYPERMARKET**  
Al Ghurair Centre Dubai,UAE.
  - Scan items and ensure pricing is correct
  - Take customers' orders.
  - Deliver hot or cold food to customers.
  - Take coupons and scan correctly.
  - Dispense correct change.
  - Take money in the form of cash, credit and check.
  - Greet customers and ask if they want paper or plastic.

## EDUCATION

- **BACHELOR OF COMMERCE (B.COM) 2015**  
Calicut University, Kerala, India
- **HIGHER SECONDARY-COMMERCE (+2 COM.) 2012**  
Board of HSE, Kerala, India
- **SECONDARY SCHOOL (SSLC) 2010**  
Board of Public Exam Kerala, India

## HIGHLIGHTS

- Good Mathematical Ability.
- Customer Service Minded.
- Safe and vault operation.
- Currency and coin Counter.
- Cash dispenser operation.
- Practiced knowledge of bank security system.
- Team Player.
- Problem solving.
- Honesty & integrity.
- Stress Tolerance.

## COMPUTER PROFICIENCY

### ○ OFFICE TOOL

- Ms Office
- Programming C++
- Visual Basic
- HTML

### ○ ACCOUNTING PACKAGES

- Tally ERP9
- Peachtree

## WORK EXPERIENCE (INDIA)

- ❖ Designation: **Accountant Assistant Cum Billing Staff**
- ❖ Duration : **April'2016-Feb'2017**
- ❖ Company : **YARA WEDDING** (Vatakara ,Kerala)
- ❖

## PROFESSIONAL QUALIFICATION

- **CERTIFIED INDIAN & FOREIGN ACCOUNTING PROFESSIONAL (CIFAP)**  
**PIPA (An ISO 9001-2008 Certified Accountants' Training Institute), (Vatakara, Kerala, India.)**

- Accounting in Peachtree
- Writing up of books and finalization of accounts of trading, Manufacturing, service and non-profit organizations
- Preparation and maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register, etc.
- Computerization of accounts of almost all types of business organizations using Tally.ERP 9 version with advanced features including Remote Access.
- Preparation of various accounting reports like Ageing Analysis, Income & Expenditure Statements, Bank Reconciliation Statement, etc.
- Preparation and filing of VAT Return, Service Tax Return, TDS Return other relevant accounting works.

- **POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA),**  
**NCET, PGDCA, Vatakara, Kerala, India.**

## DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

**MUHAMMAD RASHID.K**