

MOHAMMAD RASHID

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Professional Preface

- A dynamic individual with highly motivated & positive attitude towards life.
- Exceptionally organised with a track record that demonstrates creativity and initiatives to achieve set goals.
- A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organisational objectives & profitability norms.
- Possess exceptional team spirit thereby helping in easy achievement of organisational & personal goals.
- An effective communicator with excellent relationship building & interpersonal skills.

Occupational Contour

Working with Afkary Expo Company as an Accountant- Warehouse Inventory Controller since May 25, 2022, some of the role and responsibilities are –

- Receive and forward all types of goods and deliveries in and out of the store.
- Follow all the standards for issuing and receiving stock with in the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all the reports and invoices.
- Take delivery of all good import goods.
- Manage inventory /supplies and ensure they are with in established minimum and maximum levels.

January 2020 to February 2022 with CenterPoint Services as an Investigating officer and report drafter, some of the roles and responsibilities are –

- Doing investigation for assign project and give a feedback report on actualities after the investigation.
- Preparing reports on basis of findings in the case on fact.
- Verification of medical treatment history and Verification of KYC documents and Death certificate.

January 2014 to October 2016 with HDFC Bank Ltd as a Teller (Assistant Manager).

- Handling of cash receipt, payments and ensuring transactions are carried out within the prescribed TAT without errors.
- Processing request for Issuance of DD/MC & salary uploads for corporates within prescribed TAT.
- Processing funds transfer requests at branch and RTGS/NEFT transactions prior cut off timings.
- Manage currency chest outwards and inwards.
- Cash balancing and Cash bundling at EOD and filling the records at EOD and maintaining the registers at teller counter i.e., vault register, vault content register, TOD register, cheques return register, counter stock register etc. as applicable to tellers.
- Making healthy relation with customer and generate business by cross selling banking product.
- Processing of vendor bills/ utility bills at branch and indent of required stationery for branch.

October 2012 to January 2014 with ICICI Bank Ltd as a Branch Banking officer

- Lobby management and ensure quality customer service is delivered.
- Performing monthly review with Sales manager & discussing next plans.
- Establish healthy business relations with clients & external associates for securing repeat business long term customer loyalty and worked towards solving their queries and complaints efficiently.
- Mandatory Documentation - KYC (Know Your Customer Opening Documentation) of Current and Saving Account.

January 2011 to September 2012 Farhan Convent Public School as Account Executive.

- Entire Accounting job & maintained account of Organization.
- Handled various Works in operation.
- Fees Collections and maintained fees records of the students.

Professional Credential

Master of Business Administration

- **MBA from Jaipur National University, Jaipur in 2015**

Bachelor of Business Administration

- **B.B.A from Jamia Hamdard University, New Delhi in 2008.**

Knowledge of Computer Application Packages

- Certificate in **Financial Accounting**.
- Certificate in **Accounting for inventory**
- Certificate in **Warehouse Management: Inventory, stock and supply Chain**
- Proficient in MS-Office.

Strength (Areas of expertise)

- Good command over Accounting & Financial decision making.
- Warehouse operations and inventory management.
- Team Handling with positive attitude.
- Cash Management and cross sell bank products and services.
- High level of Sense of Responsibility.
- Positive relations with Customers.
- Learning and self-management.

Personal Dossier

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| 1. Name | : Mohammad Rashid |
| 2. Date of Birth | : 05-09-1985 |
| 3. Father's Name | : Mr. Israr Ahmad |
| 4. Gender | : Male |
| 5. Nationality | : Indian |

Permanent Address: Lucky Iron Store, near: S.B.I, Phoolpur Dist- Azamgarh UP-276304

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

I would be glad to provide any other information, you require. Thank you for your kind attention for walking through my resume.

Date: -
Place: -

With Thanks & Regards
Mohammad Rashid