

MUHAMMED RASHID



CONTACT

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DUBAI

PERSONAL DETAILS

Date of Birth : 15/05/1999
Nationality : INDIA - KERALA

SKILLS

SOFTWARE - SAP FICO, MICROSOFT EXCEL, MS OFFICE, TALLY ERP 9, PEACHTREE, QUICKBOOKS.MS POWERPOINT,MS WORD.
EXCELLENT COMMUNICATION SKILL AND INTERPERSONAL SKILL.
MAINTAINED RECORDS AND PREPARE BALANCE AND SHORTAGE REPORTS.
ABILITY TO RECONCILE STOCK COUNTS TO REPORT DATA.
EXECUTIVE AND ADMINISTRATIVE SUPPORT.
CASH HANDLING AND ATTENTION TO DETAIL.

INTERESTS

MOUNTAINEERING

LANGUAGES

ENGLISH
HINDI
MALAYALAM
TAMIL

OBJECTIVE

TO CONTRIBUTE MYSELF WITH FULL INVOLVEMENT PERSISTENCE AND DEDICATION FOR THE GROWTH OF THE ORGANIZATION,AND LOOKING FOR AN OPPORTUNITY IN A FAST GROWING COMPANY.

EXPERIENCE

*** BRANCH ACCOUNTANT - MARUTI SUZUKI .**
MAINTAINED INVENTORY RECORD,PREPARED BALANCE AND SHORTAGE REPORTS, DISTRIBUTING SUPPLIES.
MAINTAINED DAILY CASHBOOK AND BANK REGISTER.
ENQUIRY CREATION, CUSTOMER ID CREATION,EXTENDED WARRANTY PUNCHING.
CUSTOMER REFUND DEBIT NOTE PREPARATION.
ENSURED THE DOCUMENTS SUCH AS CORPORATE SCHEME DOCUMENTS, EXCHANGE RELATED DOCUMENTS , SETTLEMENT SLIPS.
*** VOLUNTEERING EXPERIENCE - NATIONAL SERVICE SCHEME.**
CASHIER - GRACE HOTEL

EDUCATION

2022	SAP SAP FICO - FINANCE AND CONTROLLING
2022	HUMAN RESOURCES DEVELOPMENT SOCIETY DIPLOMA IN PROFESSIONAL ACCOUNTING
2019	GRADUATION - UNIVERSITY OF CALICUT. BACHELOR OF COMMERCE - FINANCE

AWARDS AND ACHIEVEMENT

EXCELLENT STUDENT AWARD - 2022

DECLARATION

THIS IS TO CERTIFY THAT ALL THE DETAILS GIVEN ABOVE ARE TRUE TO THE BEST OF THE KNOWLEDGE AND BELIEF