

SAYYED RASHEED

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OBJECTIVE

Seeking a long-term opportunity within the business community, where my professional experience, education and abilities would be advantageous to the growth of my employer and myself.

PROFESSIONAL EXPERIENCE

Maverick Edutech Private Limited, Hyderabad (October 2023 to till date)

Roles & Responsibilities Finance & Accounts manager

- Directed comprehensive financial planning, budgeting, and forecasting to ensure strategic resource allocation and sustainable growth.
- Optimized financial and operational processes, enhancing efficiency and organizational performance.
- Facilitated investor engagement, securing funding to align with company expansion objectives.
- Oversaw tax management, internal audits, stakeholder collaboration, and key banking partnerships.
- Delivered in-depth financial reports and projections to inform and drive strategic initiatives.

Beforest Lifestyle Solutions Private Limited, Hyderabad (June-2022 to September-2023)

Roles & Responsibilities Accounts manager

- Excelled in finance planning, accounting, tax preparation, budgeting, and financial consulting.
- Demonstrated proficiency in financial planning, reporting, and driving efficiency and growth.
- Managed cash flow, inventory control, and detailed monthly reports, including fund-based loan limits, cash flows, and funding requirements.
- Conducted internal audits and ensured precise reconciliation of receivables, payables, and bank statements.

Logic Mining & Constructions Private Limited, Hyderabad (Aug-2019 to May-2022)

Roles & Responsibilities Accounts manager

- Specialized in accounting planning, advanced bookkeeping, and comprehensive MIS report generation.
- Managed cash flow, inventory control, and detailed monthly reports, including fund-based loan limits, cash flows, and funding requirements.
- Conducted internal audits and ensured precise reconciliation of receivables, payables, and bank statements.

Lambourne Projects Private Limited, Hyderabad (Aug 2017 – Jul 2019)

Roles & Responsibilities Accounts Executive

- Managed bookkeeping and cash management, ensuring meticulous financial records.
- Supported financial accuracy and aligned processes with organizational goals.

BEKEM Infra Projects Private Limited, Jalandhar, Punjab (Feb-2015 to July-2017)

Roles & Responsibilities Junior Accounts Executive

- Maintained accurate financial records, ensuring compliance with organizational and regulatory standards.
- Supported stable financial operations and growth initiatives.
- Bookkeeping and cash management.

EDUCATION

- 2014: MBA -Finance & Accounts, from Jawaharlal Nehru Technological University, Hyderabad
- 2012: BSc Computers, from Kakatiya University, Warangal

PROFESSIONAL SKILLS

- Advanced Bookkeeping
- Financial Analysis, Planning
- Budgeting & Forecasting
- Tax Compliance & Preparation
- Cash Flow & Funds Flow Monitoring
- Internal Auditing
- MIS Reporting to Management

TECHNICAL SKILLS

- ERP FI Module
- Tally 4.5 to Tally 9.0 ERP
- MS Office, Internet Outlook

PERSONAL DETAILS

Date of Birth	: 06-May-1992
Sex, Marital, Nationality	: Male, Married, Indian
Father's Name	: Saleem
Languages Known	: English, Hindi & Telugu
Residential Address	: H. No: 9-4-132/28, Mahboob Garden Colony, Tolichowki, Hyderabad, Telangana, 500008