

RASHID P



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PROFESSIONAL ABSTRACT

- A Graduate with over 20 years of rich experience in Accounting, exchange, Banking & wide gamut of financial functions encompassing.
- Hardworking, Accounts, exchange & banking fields expert with a track record of 100% risk free financial forecasting and in-dept, auditing & Anti Money Laundering experience in exchange seeks opportunities to raise my caliber.
- Proficient in operating computer software such as Casmex, QuickBooks, Tally, Hi-Tec, Comrade, Fund Accounting Software and others.
- Exceptional knowledge of banking principles, mathematical concepts, accounting and finance topics and tax code.
- Top attention to detail and focus on making sure records and information systems are kept accurate and true.

CORE SKILLS

Relationship builder.	Operational Efficiency.	Cash Handling expertise.	Scenario Analysis.
Forecasting.	Risk Management.	Business Development.	Positive.
Contract Negotiation.	Goal Oriented		

EMPLOYMENT PREVIEW

AL FALAJ TRADING & CONTRACTING CO.LLC. ABU HAIL, DUBAI, UAE –ACCOUNTANT (JULY 2021 –DEC 2022)

Responsibilities:-

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and receivable perform reconciliations.
- Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing expenses, payroll records, etc, as assigned.
- Compute taxes and prepare VAT returns.
- Prepare and submit weekly/monthly reports.

AL ZAMAN EXCHANGE, DOHA,QATAR –TELLER/BRANCH SUPERVISOR/BMLRO (OCT 2016 – APR 2021)

Responsibilities:-

- Executed customer transactions regarding cash, money orders and money exchange.
- Handling foreign currency exchange.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment.
- Exceeded monthly sales goal.
- Daily responsibility of the entry operation position, ensuring proper cash handling, exemplary guest service and positive employee relations
- Resolving customer complaints.
- Trained new employees regarding money exchange procedures and cash drawer handling.
- Responsible for achieving individual targets.
- Develops, initiates, maintains, and revises policies and procedures of the Company and its related activities to assure compliance with legal and regulatory obligations
- Manages day-to-day operation of the compliance and MLRO function, including oversight of implementation and adherence to the Compliance Manual of the Company.
- Provision of advice and assistance to the Company on compliance and anti-money laundering matters.
- Develops a regular monitoring procedures and practices to assess the adequacy and effectiveness of internal systems of control and measures implemented by the Company

ALPHA LOGIC PERFORMANCE, AL QOUZ, DUBAI, UAE – ACCOUNTANT (JUN 2010 – SEPT 2016)

Responsibilities:-

- Manage all accounting transactions.
- Ensure timely bank payments & all banking operations as well as the bank reconciliation statement.
- Handle monthly quarterly and annual closing.
- All banking operations as well as the bank reconciliation statement.
- Handle all petty cash payments.
- Manage balance sheets and profit/loss statements.

HDFC BANK - UAE – RELATIONSHIP SALES OFFICER (APR 2007 – FEB 2010)

Responsibilities:-

- Assist clients in accomplishing wealth management objectives.
- Ensure quality new acquisition on CASA for Resident/Non-Resident accounts, Demat, HSL, Credit cards through Referrals from cold calls in the catchment area.
- Penetration of FD to existing and new customers.
- Ensure quality customer service is delivered
- Develop and maintain professional understanding of customer base to deepening current relationships.
- Perform as key contact for selected customer relationships under guidance.
- Ensure to alert with respect to any delays along with potential issues.
- Provide assistance to attain approval on new account openings.
- Review independently all documents and link entire customer accounts to suitable relationship.
- Provide securities details, quotes and valuations to customers.

SONA BOUTIQUE - BAHRAIN – SENIOR ACCOUNTANT (SEPT 2003 – FEB 2007)

Responsibilities:-

- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing; printing checks, verifying finished product and completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Avoids legal challenges by complying with legal requirements and secures financial information by completing database backups, protects organization's value by keeping information confidential.

POPULAR STORES – KANNUR, KERALA INDIA –ACCOUNTANT (APR 2001 – AUG 2003)

Responsibilities:-

- Preparing accounts, tax returns and providing tax planning services with reference to current legislation.
- Administering payrolls, controlling income, expenditure and auditing financial information.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Analyzing accounts and business plans for financial forecasting and risk analysis
- Dealing with insolvency cases, managing colleagues, workloads and deadlines.
- Negotiating the terms of business deals and moves with clients and associated organization.

PERSONAL DATA

- Date of Birth : 25 May 1979
- Marital Status : Married.
- Qualification : **Bachelor of Commerce (BCOM)**
- Certification : Anti Money Laundering, Diploma in Computer Maintenance, Programming in Oracle 8i, Visual Basic & FoxPro, Daceasy, Tally & Quick Books, MS-Office, and LAN Concepts
- Languages : English, Arabic and Other Indian Languages.
- Passport Details : T2430844 (29.01.2019 TO 28.01.2029)
- Visa Status : Visiting Visa.
