



MAHSHOOQ RAHIMAN

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SUMMARY

Detailed-oriented Administrative and Accounting Professional with over 4 years of experience in managing administrative tasks, financial reconciliations, and client services. Proficient in Tally, MS Office, and ERP software with a focus on efficiency, organization, and process improvement. Looking to leverage my skills in a dynamic environment.

EXPERIENCE

Administrative Assistant Fiana Corporation - Kasaragod,Kerala,India	01/2021 - 08/2024
<ul style="list-style-type: none">Managed front-office operations including greeting visitors, answering calls, and handling mail and couriers, ensuring smooth day-to-day functioning.Processed Pan card services for clients, ensuring compliance with governmental regulations.Coordinated cash and cheque transactions, handled petty cash, and prepared daily financial reports for management review.Assisted the manager with various administrative tasks, including scheduling meetings, drafting official correspondence, and maintaining office records.Supported clients in the opening of Trading and Demat accounts, providing guidance through documentation and regulatory requirements.	
Assistant Accountant Marksmen Chartered Accountant Consultancy - Burjuman,Dubai	09/2019 - 08/2020
<ul style="list-style-type: none">Reconciled daily sales for Filli Cafe's multiple outlets, identifying discrepancies and resolving accounting issues to ensure accurate financial records.Entered and updated daily cash deposits in the company's financial software, improving the accuracy of financial reporting.Performed daily bank reconciliations, ensuring alignment between bank statements and company records.Processed monthly invoices and performed vouching to ensure all sales and purchases were properly documented.Generated ad-hoc financial reports from the ERP system for management review, improving data visibility and decision-making.	
Billing Clerk G Max Footwear - Kasaragod,Kerala,India	10/2018 - 07/2019
<ul style="list-style-type: none">Processed tax invoices for customer sales, ensuring compliance with GST regulations and accuracy in billing.Created and managed E-Way bills for shipments, coordinating with logistics to ensure smooth delivery operations.Managed the printing of barcode stickers for inventory, improving accuracy in product tracking and stock management.Coordinated packaging and shipment of goods, maintaining quality standards and reducing errors in order fulfillment.Acted as store in-charge, overseeing stock levels and conducting inventory checks, leading to improved inventory control.	
Assistant Accountant Centre Aid Trading LLC - Al Qusais,Dubai	12/2017 - 06/2018
<ul style="list-style-type: none">Managed the processing of invoices, ensuring accuracy and timely payments to vendors, which helped maintain strong supplier relationships.Conducted physical stock checks during month-end audits, collaborating with warehouse staff to ensure inventory records matched physical stock.Regularly checked and responded to emails, maintaining clear communication with suppliers and internal teams to address any operational concerns.	

- Monitored stock levels in the store, coordinating reorders and ensuring that inventory levels were sufficient for operational needs.

Accountant cum Store Keeper

Kolikara Business Corporation - Kasaragod,Kerala,India

01/2017 - 09/2017

- Processed tax invoices and updated purchase orders in the company's accounting software, ensuring compliance with tax laws and internal policies.
- Conducted monthly physical stock checks, reconciling differences with system records and preparing detailed reports for management review.
- Drafted letters and emails to vendors, negotiating better terms and resolving any disputes or discrepancies in deliveries.
- Organized and maintained the company's filing system, improving document retrieval and preservation for audits and reference purposes.
- Prepared monthly sales and expense reports, providing key insights to management for decision-making and financial planning.

EDUCATION

Degree

Srinivas College of Management Studies - B.COM - Income Tax

07/2013 - 05/2016

Higher Secondary

CJHSS Chemnad - Plus Two

06/2011 - 05/2013

CERTIFICATES

Certified Accountant in Computerized Financial Accounting

Professional School of Accounting Kasaragod Kerala India

Certificate Course

01/2015 - 12/2015

SKILLS

Work ethic	Team Work	Intermediate
customer Service	Tally ERP	Intermediate
Excellent Communication	Microsoft Word	Intermediate
Friendly, Positive Attitude	Microsoft Excel	Intermediate
Task Delegation	Problem-Solving	Intermediate
Maintaining Confidentiality	Microsoft Outlook	Intermediate
Multitasking	Bookkeeping	Advanced
Flexible and Adaptable	Data Entry	Intermediate

LANGUAGES

Malayalam	Native	Hindi	Intermediate
English	Intermediate		