



MAHSHOOQ RAHIMAN

+971559963849
rahmantheruvath.orv@gmail.com
Deira, Dubai

SUMMARY

Detail-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

01/2021 - 08/2024

Fiana Corporation - Kasaragod, Kerala, India

- 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

09/2019 - 08/2020

Marksman Chartered Accountant Consultancy - Burjuman, Dubai

- 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

10/2018 - 07/2019

G Max Footwear - Kasaragod, Kerala, India

- 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

12/2017 - 06/2018

Centre Aid Trading LLC - Al Qusais, Dubai

- 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		