**ABDUL RASHEED**

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**Mobile: 052 5127612**

**Post Box No: 1047**

**Al Ain.**

# OBJECTIVE:-

# To seek a multifaceted job in Accounts, Inventory and in all challenging career, in a growth oriented Organization that appreciates and acknowledges hard work.

# EXPERIENCE DETAILS:-

## Gulf Experience - from 01/08/2010 till date ( 5 Years )

Asst. Accountant in **Al Tawash Group Of Companies** – AL AIN

**JOB RESPONSIBILITIES INCLUDE**

1 Basic Accounting Including the Journal entries

2 Preparation of Sales & Purchase Report for the Management

3 Time keeping & Payroll Preparation for the staff

4 Voucher Preparation and approval

5 Issuing Cheques to Suppliers

6 Reconciliation of Accounts

7 Tracking the payment with clients

8 Preparation of various monthly and yearly statement as per management requirement

9 Collection of payment from client

10 Handling Petty Cash

11 Checking inventory of outlets and making reports

**Indian Experience**

1. Worked as an Accounts Assistant/Cashier for Royal Fruits Company Kerala for five years.

# EDUCATIONAL QUALIFICATION:-

* 2000 : **Pre Degree from Calicut University**

# COMPUTER KNOWLEDGE:-

* MS Office (Word – Excel – Power Point)
* Internet and Mail
* Presently Working on a Customized Package –Win Trade

# OTHER QUALIFICATION:-

* Diploma In Indian and foreign Accounting

# PERSONAL DETAILS:-

DATE OF BIRTH : 17 December 1983

NATIONALITY : Indian

PASSPORT NO : H 7918328

VISA STATUS : Employment Visa

MARITAL STATUS : Married

RELIGION : Muslim

CURRENT SALARY : Aed: 2500.00

# STRENGTH

* Adaptable to change new environment
* Hardworking and sincere towards work with an ability to take decisions
* Mingle with others
* Ability to learn new things quickly

**I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.**

**Place: Al Ain Abdul Rasheed**