



MUHAMMED RASHIF

GENERAL ACCOUNTANT

EDUCATIONAL QUALIFICATION

Bachelor of Commerce – B.Com

Calicut University, Kerala, India

CERTIFICATIONS

- Completed course in Diploma in **Computerized Financial Management** (Tally ERP 9)

KEY SKILLS

- Good communication & inspirational skill
- Familiar with accounting software programs
- Good listener and observer
- Responsible & confident
- Self-motivator and adaptive
- Efficient management & organizational skills
- Excellent in co-ordination in work
- Ability to work as a team
- Good communication and interpersonal skill
- Innovative thinking

COMPUTER SKILLS

- Quick Books
- Tally ERP 9
- MS Office
- MS Excel
- Acrobics ERP

AREAS OF EXPERTISE

- UAE VAT Experienced
- Payroll preparations and WPS
- Finance Controlling and Costing
- P&L Analyzation and Finalization
- Asset Management
- Office Administrations
- Cooperate Taxing

DRIVING LICENSE

- India - Manual Transmission

CONTACT

PHONE: +971 568665392

Whatsapp : +91 9995591697

EMAIL: rashifmy@gmail.com

PERSONAL INFO

- Gender: Male
- Marital Status: Married
- DOB: 13-12-1993
- Nationality: Indian
- Religion: Islam
- Visa Status: Visit Visa
- Visa Expiry: Recently updated
- Passport No: N0243517
- Passport Expiry : 13-07-2025

LANGUAGES

- English
- Malayalam
- Arabic
- Hindi
- Tamil

PERSONAL SKILLS

- Honest & Integrity at work
- Problem Solver
- Good Interpersonal Skill
- Flexible and Creative
- Quick learner

WORK EXPERIENCE

Micro Excel Technologies LLC, Dubai, UAE

Business Development Executive from Oct-2019 to Nov-2020

- Overseeing and developing marketing campaigns.
- Promotional activities.
- Devising and Presenting ideas and strategies.
- Organizing events and products exhibitions.

Al Fajir Hypermarket, Al Ain Sanaiya, UAE

Accountant from Dec 2016 to Feb 2019

- Prepare journal entries, keep the balance sheets up to date and assist with monthly account closing
- Preparing bank reconciliation
- Invoice Management
- Maintain, monitor, and reconcile Accounts receivables and Accounts payables
- Preparing financial statements
- Preparing FTA related reports
- VAT Return filing
- Employee benefits reports preparations and posting
- WPS
- Petty cash management
- Cheque management
- Conducting month end reports and business analysis
- Fixed asset management
- Preparing loan schedules

Accounts India Cochin, Kerala, India

General Accountant from Sep 2014 to Nov 2016

- Account's receivables
 - Preparing Sales Invoices and Proforma Invoice
 - Follow-up and collecting the payment from customers
 - Submitting the Invoices to the client through the Customer portal and Emails
 - Reconciling the customer ledger account
- Accounts Payables
 - Data entry for the Purchase bills
 - Preparing monthly payable budgets
 - Preparing Cheques and Transfers to Vendors
 - Reconciling and reviewing the Vendor ledger with their statement of accounts
- Monthly Payroll preparation & WPS
- Tax reports and online E-filing
- Bank and other receivable accounts reconciliation
- Fixed Asset Management
- Preparing reconciliation reports to the management
- Analyze current and past financial data and performance to make recommendations on profit enhancement
- Forward HR related forms and applications from the staff to the concerned department.
- Maintain staff health cards and inform HR about expires and renewals.
- Documentations
- Petty cash handling and its report.