

# Rasheed Abdul Mohammed

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## **Objective:**

To work in a challenging finance field in a Company to utilize my achieved professional expertise for the development, growth and advancement of the organization and career.

## **Professional Experience:**

**Company Name** : **Al Etimad Modern Business Solution Co Ltd.**  
**Company's profile** : Visa Processing, various countries Like UK, France, German & India  
**Company Location** : **Jeddah KSA**  
**Duration** : **Nov 09 – Till Date**  
**Position** : **Senior Accountant**  
**Reporting to** : **Finance Manager / Financial Controller**

## **Job Profile:**

- Preparation of monthly financial reports (Balance Sheet – Schedules , Income Statement, variance report like Actual Vs Budget with comparison to Last year Actuals & other Analysis Reports).
- Financial Reports in Excel & Power Point with Bar Chart for Management Meetings.
- Execute and recording of all accounting transactions applying local accounting standards.
- Maintain Records, Accounts Receivable from Parties and timely update to Management
- Ensure the accuracy of recording daily / monthly transactions and producing accurate monthly financial statements and reports to specific deadlines.
- Monitored banks accounts, receivables/payables, fixed assets, depreciation calculation, purchase orders, payroll reconciliation.
- Controlled products promotional activities and related costs.
- Generated computer report month end and reconcile.
- Other Reports, analysis and assignments as required by the Management

**Company Name** : **Muslim Educational Social & Cultural Organization - MESCO**  
**Company's profile** : **Biggest group which is running Educational Institutions, Diagnostic Centers and Management Colleges, Medical Management Colleges etc. having 14 branches across the city.**

**Company Location** : **India – Hyderabad**  
**Duration** : **May 2001 – August 2008**  
**Position** : **Senior Accountant**  
**Reporting to** : **Finance Manager**

## **Job Profile:**

- Executing and recording of all accounting transactions applying local accounting standards.
- Ensure the accuracy of recording daily / monthly transactions and producing accurate monthly financial statements and reports meeting deadlines set by management.
- Monitored banks accounts, receivables/payables, sister companies account, fixed assets, depreciation, purchase orders, salaries, investment transactions and all its related transactions.
- Prepared financial and accounting information and analysis reports.
- Preparation of monthly financial reports (Income Statement, Cash Budget & variance report Actual Vs Budget with comparison to Last year.
- Planning & preparing annual budget and issuing monthly budget variance reports.

**Company Name** : **Munawar & Munawar Audit Firm**  
**Company's profile** : **Audit Firm**  
**Company Location** : **India – Hyderabad**  
**Duration** : **March 2000 – May 2001**  
**Position** : **Assistance Auditor**

**Job Profile:**

- Check books & Ledger account for various Companies.
- Prepare Trail Balance
- Prepare Financial Report in Excel

**Educational Profile:**

- ❖ **Bachelor in Commerce (B.Com.), Osmania University, India**  
Majors: Accounting, Cost Accounting & Taxation of Accounts

**Technical Qualifications:**

- ❖ Certificate of Computerized Accounting  
Tally- ERP 9, Peach Tree, Great Plains & Focus
- ❖ Computer Diploma Course  
Ms Office – Excel, Power Point, Word

**Strengths:**

- Having sound work experience on Accounting software's.
- Self-motivator & Initiative taker for day-to-day activities.
- Analytical Thinking & having Excellent Presentation Skills
- Ability to work in "under pressure" atmosphere.
- Ability to take up challenges & finish on time.
- Ability to read & write Arabic 40%.

**Personal Details:**

Date of Birth: 10 June 1975  
Nationality: Indian  
Iqama Status: Transferable (Prof. "Computer Network Tech")  
Marital Status: Married