



RASID OV

ACCOUNTANT



+966 53 717 9271



rashiovv@gmail.com



Jeddah, Saudi Arabia

EDUCATION

Master of Commerce
Bharathiar University
2019 - 2021

Bachelor of Commerce
Calicut University
2015 - 2018

EXPERTISE

SKILLS

- Leadership abilities.
- Quick & Self learner.
- Attention to Detail.
- Problem-Solving.
- Data Analysis.
- Communication Skills.
- Organizational Skills.
- Strategic Skills.
- Adaptability.

DATE OF BIRTH
18-07-1997

TRANSFERABLE IQAMA

PROFILE

Detail-oriented and results-driven accountant with 5 years of experience, including 8 months in Saudi Arabia (KSA). I am eager to leverage my expertise in financial reporting, budgeting, tax compliance, and process optimization. Proficient in general ledger management, accounts payable/receivable, and financial analysis. Expertise in using accounting software (Tally, Task, Msoffice, Excel) to streamline operations and enhance financial accuracy.

WORK EXPERIENCE

Raw wall studio

2022 Mar - 2024 Sep

ACCOUNTANT

- Prepare and maintain accurate financial statements, including balance sheets, income statements, and cash flow statements.
- Develop and manage company budgets, monitor spending, and track variances from projected budgets.
- Prepare and file accurate tax returns, ensuring timely submissions to avoid penalties.
- Oversee general ledger, account reconciliations, and journal entries.
- Manage accounts payable (AP) and accounts receivable (AR), ensuring that all bills and invoices are processed on time.
- Coordinate payments with vendors and ensure proper documentation is in place.
- Monitor outstanding receivables, follow up with clients on overdue accounts, and manage collections as necessary.
- Managed end-to-end payroll process for, ensuring accurate and timely payment of employees
- Assist with internal and external audits by providing accurate and organized financial and document records.
- Streamline accounting processes using msoffice and Excel.
- Ensure 100% compliance with regulatory requirements and internal controls.

TECHNICAL SKILLS

- Accounting Principles.
- Financial Reporting
- GST Filing
- Auditing Assist
- Software Proficiency:
 - Tally erp
 - Task
 - Msoffice
 - Excell

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

Shoba Group

2019 May- 2022 Jan

ACCOUNTANT & DOCUMENT CONTROLLER

- Prepared and analyzed comprehensive monthly, quarterly, and annual financial reports.
- Effectively managed the accounts payable and receivable processes, ensuring timely and accurate transactions.
- Reconciled bank statements, ensuring accuracy and identifying discrepancies for prompt resolution.
- Proficiently prepared invoices, purchase orders, debit notes, credit notes and quotations.
- Implemented quality assurance measures within the procurement process to minimize defects and returns.
- Established and nurtured relationships with key suppliers, negotiating favorable terms and agreements.
- Managed end-to-end payroll process for, ensuring accurate and timely payment of employees.
- Payment voucher management, guaranteeing seamless financial transactions and adherence to regulatory requirements.
- Implement and maintain an effective document control system to ensure the proper handling of contracts, invoices, and financial documentation.
- Ensure the proper filing, storage, and archiving of financial and administrative documents.
- Collaborate with various departments to track and manage document flow, ensuring timely submission and compliance with regulations.
- Assist with internal and external audits by providing accurate and organized financial and document records.

OTHER RELEVANT CERTIFICATES

- ***DIPLOMA IN TALLY ERP 9 – Accounts solutions AS 01181017***

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RASID OV