

# JANSHER AHAMED MUHAMED RAHIMAN

📍 South Bazar, Kannur, Kerala, India

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## OBJECTIVE

I'm looking for full-time work in the role of Accountant or Finance Role jobs.

## PERSONAL STATEMENT

Highly knowledgeable and motivated accountant with a first class honours Master (MBA) in Finance Specialization and seven years experience in finance and accounts.

I am flexible, focused and maintain a calm and professional demeanor at all times, even when working under pressure. In my previous role I was responsible for managing a number of large clients' budgets and cash flow and providing detailed analysis of financial data. Looking to further my knowledge and take on new responsibilities and challenges. I am confident that with my skills and experience, I would make an excellent member of your team.

## WORK HISTORY

### New Prasad Furniture

Kannur, India  
Nov 2022 - Present

#### Accountant

- Complete monthly and annual closing process, including journal entries and inputting data in essential month-end reports in a timely fashion to meet deadlines.
- Monthly assist with reconciling accounts and making necessary adjustments.
- Create and complete analytical reports for management and other team members as needed.
- Support Accounts Payable and Receivable functions as needed.
- Strong communication skills to communicate with vendors, customers, and other team members in a professional manner.
- Assist Owner with other tasks as needed.
- May perform research to determine and certify the availability of funds.
- Uses and maintains a computer accounting databases/system.
- Reviews and processes accounting documents.

### Two A Worldwide General Trading LLC

Dubai, United Arab Emirates  
Aug 2020 - Oct 2022

#### Accountant

- Preparing financial analyses and Month-end reports.
- Checking bank balances & Maintaining Cash flow (Cash Projection & Report to management & taking necessary actions)
- Performing other accounting duties and supporting junior staff as required or assigned.
- Review accounting systems and make suggestions for improvements.
- Prepares payments by verifying documentation, and requesting disbursements.
- Preparing & releasing Salaries through WPS & Coordinating with exchange team.
- Making Local, International Fund Transfers & Dealing with treasury department for special deal rate.
- Dealing with Bank for Bill of Exchange & Collecting Bill of Lading.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Projecting Cost calculation & deciding Selling price.

### Spartan FZE

Sharjah, United Arab Emirates  
Jan 2019 - Aug 2020

#### Accountant

- Preparation of monthly financial reports
- Compiling data for VAT Returns, and submit to FTA quarterly.
- Checking the attendance and Preparing Salary through WPS System.
- Monitor & Coordinate with the team and support them if they require any guidance.
- Forecasting Annual purchases & preparing payment plan according to Forecast.
- Monthly Bank Reconciliation.
- Preparation of AR Ageing report & Target & Achievement report to Management.
- Conducting meeting with Sales team for monthly revenue forecast.
- Coordinate with bankers for Trust Receipt payment & Coordinate with Auditors for year-end closure.
- Ensuring billings are done to customer on time and avoid making credit notes.

## Omis Contracting Co. LLC

Sharjah, United Arab Emirates  
Feb 2018 - Jan 2019

## Hewlett Packard (HP)

Bangalore, India  
Mar 2016 - Jan 2018

### Account Receivable & Payable

- Doing Night Audit and maintaining revenue for daily basis.
- Preparing EBR (Early Bid Report), analyzing and improving the accuracy.
- With the help of Fortune IDS, creating Income and Expense accounts entries.
- Maintaining Cash flows as well as making Cheque and payment vouchers.
- Doing Bank Reconciliation on weekly basis to find out the actual figure of cash flows.
- Maintaining staff's payroll accounts and Preparing WPS salary.
- Finalizing the Vat Input and Vat output from the Expense and Revenue.

### Financial Associate II

- 1. Bank reconciliation: Doing Reconciliation on daily and monthly basis and Preparing Manual Bank Statements.
- Helping team in solving issues & organizing team meetings to discuss issues faced.
- Attending operational calls on monthly basis with the clients and the internal teams.
- 2. Cash forecasting: Forecasting is done to help treasury in deciding the amount of borrowing and lending for future dates.
- Regular follow up with the data providers to improve the forecasting accuracy.
- Preparing forecasting accuracy and variance report on daily basis to identify top customers and analyzing the reason for variances to implement the analysis & improve the Accuracy.

## QUALIFICATIONS

### Mysore University

Bangalore, India  
2014 - 2016

### Master in Business Administration (MBA)

Papers and Units I Studied:

Management Concepts & Theories Organizational Behavior Business Environment Managerial Communication Managerial Accounting Managerial Economics Statistics Marketing Management Human Resource Management Corporate Finance Quantitative Methods Legal Aspects of Business Operations Management MIS Project Management Entrepreneurship Advanced Capital Budgeting Portfolio Management [Internship Reports & Project work Diary]

### IGNOU

Kannur, India  
2011 - 2014

### Bachelor of Commerce (B.COM)

Papers & Units I studied:

Accountancy Financial Systems Taxation  
Business Management Financial Accounting Business Economics Company Law Cost Accounting  
Marketing IT  
Financial Economics Management and Information Systems Auditing  
Organizational Management

### GHSSP

Kannur, India  
2009 - 2011

### Senior Secondary (12th)

Papers and units I studied:

English Language Business Studies with Functional Management Accountancy Economics Computer Application Hindi Language

### GHSSP

Kannur, India  
2009

### Higher Secondary (10th)

- Papers and Units I Studied: English Social Science Physics Chemistry Biology Mathematics Information Technology Hindi & Native language Malayalam.

## TECHNICAL SKILLS

- Full Car Licence with Dubai (UAE) & Indian endorsements
- MS Office (MS Excel, Powerpoint, Word)
- SAGE X3 (Accounting Software)
- Outlook, Microsoft Teams, Business Skype & Gmail (Communication tools)
- Full Motorcycle Licence with Dubai (UAE) & Indian endorsements
- SAP (Accounting Software)
- Tally, Peachtree & Quickbook (Accounting Software)

## PERSONAL SKILLS

### Critical Thinking

I have a strong critical thinking skills to solve problems and make informed decisions. Demonstrate my ability to analyze complex situations, evaluate different perspectives, and develop creative solutions that meet business goals.

### Leadership

I have created a positive work environment, delegated tasks, and provided constructive feedback to team members. Motivate and inspire my team members to achieve the goal on time.

### Teamwork

I contribute myself by collaborate, communicate effectively, and support my colleagues. I actively participated in team meetings, brainstorming sessions, and collaborative projects.

### Time Management

I demonstrate my ability to prioritize tasks, meet deadlines, and handle multiple projects simultaneously.

### Communication

I used to communicate effectively, both verbally and in writing, to convey ideas, collaborate with team members, and interact with clients.

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## REFEREES

Referees available on request.

## CERTIFICATIONS

- 1] Advanced Diploma in Computerized Financial Accounting - Techno campus
- 2] Certificate in Computerized Accounting-C-DIT
- 3] Certificate in Business correspondent and Business facilitator-NSDC
- 4] Post-Graduation Program in Business Management(PGPBM)- Bharatiar University

## INTERNSHIP

- 1] Organizational studies and shares market-LKP. Securities PVT.LTD
- 2] Transactional Finance & Accounts P2P & O2C- iprimed

## LANGUAGES

■ English ■ Hindi ■ Malayalam ■ Urdu ■ Arabic

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