

RASHMI DHANESH

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rashmidhanesh@gmail.com



Curriculum Vitae

CAREER OBJECTIVE

Seeking a challenging career in finance or auditing & assurance services that offers an opportunity for professional growth and for converting my previously acquired knowledge and experience into resourceful and productive work.

ACADEMIC PROFILE

Qualification	Institute /University	Status	Year
B. Com (Computer Application Banking)	MG University.	Graduated	2009

KEY SKILLS

- Preparing and analyzing accounting records and financial statements reports.
- Assess accurately and confirm to reporting and procedural standards of the report.
- Avoiding the outstanding expenses and managing the petty cash.
- Establishing table of accounts
- Assigning entries to proper accounts.
- Preparing forms and manuals for accounting and bookkeeping personnel.
- Valuation of company assets and liabilities
- Handling ledger accounts
- Recommend, develop and maintain solutions to financial problems of the business.
- Office administration
- Sales Coordination

WORK EXPERIENCE

Overall work experience of 10+ years spread across the area of Accounting which are entailed below:

- **BAIT AL YAZI. Contracting LLC(Main Contractor), DUBAI, UAE**

ACCOUNTS ASSISTANT CUM PURCHASER

03rd Sep 2017- 19 Mar 2020

- **CAR FOR YOU RENTAL CAR, DUBAI, UAE**

AS ACCOUNTANT CUM SALES COORDINATOR

21st January 2016 – 30th May 2017

ROLES AND RESPONSIBILITIES as an Accountant cum sales coordinator

1. Documents financial transactions by entering account information.
2. Recommends financial actions by analyzing accounting options.
3. Summarizes current financial status by collecting information; preparing balance sheet, profitand loss statement, and other reports.
4. Substantiates financial transactions by auditing documents.
5. Maintains accounting controls by preparing and recommending policies and procedures.
6. Guides accounting clerical staff by coordinating activities and answering questions.
7. Reconciles financial discrepancies by collecting and analyzing account information.
8. Coordinate sales team by managing schedules, filing important documents and communicatingrelevant information
9. Respond to complaints from customers and give after-sales support when requested
10. Handle the processing of all orders with accuracy and timeliness
11. Monitor the team’s progress, identify shortcomings and propose improvements
12. Assists the marketing department in new marketing campaigns
13. Makes sales goals and assists other members of the sales department in meeting them

‡ **GOVERNMENT ORGANIZATION, INDIA**

AS ACCOUNTANT ON CONTRACT BASIS

3rd August 2010 -31st August 2015

ROLES AND RESPONSIBILITIES as an Accountant

- Maintaining accounting ledgers and performed account reconciliation.
- Maintaining the status offunds.
- Maintaining track record of company’s expenses.
- Handling customer inquiries, researched problems and developed solutions.
- Processing accounting transactions.
- Responsible for expenditure and collection transactions.

‡ **SCIENTIFIC MEDICAL EQUIPMENT PVT LTD.INDIA**

AS ACCOUNTANT

08th June 2009 -28th February 2010.

ROLES AND RESPONSIBILITIES as an Accountant

Maintaining accounting ledgers
Accountreconciliation.

Personality Traits

- Excellent communication and interpersonal skills.
- Ability to work in team as well as individually.
- Positive thinking and hardworking.
- Possess leadership qualities.
- Quick learner

PERSONAL DETAILS:

Name	:	RASHMI DHANESH
Date of Birth	:	Aug 14, 1988
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married

PASSPORT DETAILS:

Passport No	:	N16637573
Date of Expiry	:	Aug 2025
Place of Issue	:	Cochin

LANGUAGES KNOWN:

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- **English**
 - **Hindi**
 - **Malayalam**

TECHNICAL PROFICIENCY:

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- **MS Office**
 - **Excel**

HOBBIES:

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- **Watching Movies**
 - **Listening Music**

DECLARATION:

I hereby declare that all the statements made above are true and correct.

Date :
Place:

RASHMI DHANESH