

## **FURQAN SHABBIR RAWOOT**

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### **PERSONAL INFO: -**

Mobile: +973 35639162

Email: - [furqanrawoot143@gmail.com](mailto:furqanrawoot143@gmail.com)

Date of Birth: - 10-July 1995

Sex: - Male

Marital Status: - Married

Address: - Tubli.

Nationality: - Indian.

Languages: - English, Hindi

### **Education: -**

Bachelor of Business

Administration - 2017

Abeda Inamdar Senior College

Pune, India

### **Career Statement**

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“To pursue a challenging career in leading and progressive research organization offering opportunities for utilizing my skills towards the growth of the organization”.

### **Key Skills**

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- A Good team player with ability to fit into any team role.
- Fast learner with grasp of situation.
- Always willing to learn and have believed in Team Sprit.
- Strong collaboration skill, customer & team focused.
- High organizational skill.
- Communication skill.
- Problem solving attitude.
- Ability to think & work analytically. Highly in dependable.
- Motivated & ambitious.
- Trustworthy, creative & efficient.
- Able to effectively handle work pressure and a demanding work environment.
- Solid and professional problem solving and multi-tasking skills.

# Experience: -

09/2019 to Till Now

## Accountant: -

### **Al Marzooq Bakery Company, Bahrain**

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.
- Maintain Bank Reconciliation Statement.
- Maintain Journal Entry Sale & Purchas Invoice.
- Preparing Production Reports.
- Managing the assets of the store.
- Overseeing pricing and stock control.
- Dealing with customer queries and complaints.
- Product management, including ordering, receiving, price changes, handling damaged products, and returns.
- Review physical inventories periodically.
- Maintain stock and consumption records.
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
- Make clear notes on the receipt of the items against each invoice.
- Keeps and updates records of good received and issued.
- Review physical inventories periodically.
- Maintain stock and consumption records.
- Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
- Make clear notes on the receipt of the items against each invoice.
- Keeps and updates records of good received and issued.
- Compiles report of expenditure, and monthly stock report.
- Disposes of expired and waste stock according to the current procedure.
- Perform related duties and responsibilities as assigned.
- Promote inventory related awareness programs.
- Collect, Categorize, Calculate, Verify and enter data to maintain accurate records.
- Assisted with month end closeout.
- Handling Cashier closing and Maintaining Repot.

**07/2018 to 05/2019**

## **Junior Accountant**

**24x7Rooms.com, India**

- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budgets.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
- Resolve account payable and receivable issues or queries.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.

**01/2016 to 4/2017**

## **Accounts and Audit Assistant**

**Kamal Valvani Chartered Accountant, India**

- Supporting the accounting and auditing team in their daily functions.
- Preparing and managing audit budgets.
- Verifying company financial information.
- Planning and performing company financial audits.
- Creating and managing internal auditing systems.
- Preparing audit reports and Maintain Bank Reconciliation Statement.

**END**