



## MUHAMMED ZAYAN RASHEED

*Available to join immediately*



+971 523012737



zayanrasheed42@gmail.com



International City, Dubai, UAE

---

### PERSONAL SUMMARY

A recent bachelor of Commerce graduate highly motivated to kick start a new career and build up the business building skills with a reputable company. Willingness to have an in depth understanding of the best marketing strategies and to work hard in a challenging environment with a passion for attaining growth, knowledge and success. Right now I am looking for a suitable position with a company that not only appreciates hard work and loyalty from its employees, but rewards them for it.

---

### CAREER OBJECTIVE

To obtain a good and responsible position in an organization which provides career development opportunities where I can contribute my best towards the organization's goals uniquely and to expand the horizons of my knowledge and skills to grow professionally.

---

### WORK EXPERIENCE

#### **Business Coordinator**

**F&M Enterprises, Kerala**

**(Chain of Hotels &  
Restaurants )**

*DEC 2017 – AUG 2021*

- Liaise with customer problems for resolution with in SLA
- Handling day to day Accounts.
- Preparing vouchers like Journal/ Ledger/ Bank payment/ Bank Receipt/ Cash vouchers.
- Receive complaints and resolve problem's.
- Monthly achieving debtor's collection target.
- Reconcile all Bank statements and monthly financial reports (All Balance sheet reconciliation)
- Report to Management regarding the financial position of the company.
- Identify and qualify cost factors, such as production time, materials, and labour expenses.
- Assist in the preparation of regularly scheduled reports.
- Planning & Purchasing raw materials.
- Address problems with work quality, issues between employees and other concerns in an effective, timely manner.

---

## EDUCATION

- **BACHELORS DEGREE** / 2014 – 2017  
**Bachelor of Commerce:** Sacred Heart College, Kochi  
**Specialization: Travel & Tourism**
- **Diploma Course** / Sep 2017 – Nov 2017  
**Advanced Excel**  
**Cambridge InfoTech, Bangalore**

---

## PROFESSIONAL SKILLS

- Tally 7.2
- OFFICE 2016 / 365
- MS EXCEL EXPERT
- POS Operator

---

## STRENGTH

- Inter personal and analytical skills
- Ability to work as a part of a team
- High adaptability
- High sense of commitment and dedication
- Excellent Presentation skills
- Work with deadlines ahead of time

---

## PERSONAL DETAILS

- Date of Birth : **20-09-1996**
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Languages : English, Hindi, Malayalam & Tamil
- Visa Status : Visit Visa

REFERENCES :References Available upon request

**MUHAMMED ZAYAN RASHEED**