**MOHAMMAD**

**MOHAMMAD.112745@2freemail.com**

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**ACCOUNTS PROFESSIONAL**

Seeking challenging assignments across the Industry

**PROFILE**

* Competent and diligent Accounts Professional offering 6 years of experience with proven experience in streamlining the accounting domain with focus on authenticity and accuracy.
* Academically proficient with Bachelors in Commerce, presently spearheading as Account Executive with ‘Informatics Computers Organization’.
* Excellent Relationship Management skills, articulate, combine strong business acumen with the ability to conceive profitable and efficient solutions utilizing technology.
* Industrious, thrives on a challenge while working effectively with all levels of management and the people therein.

 **TECHNICAL SKILLS**

Operating System MS-DOS, Windows 98/2000/XP

Office Package MS-Word, Excel Internet Explorer

Accounting Package Tally 6.3 & 7.2, 9 & 9 ERP, Ace 6.0, Fact 11.14

Conceptual Knowledge. TDS, Sales Tax & Service tax etc.

**PROFESSIONAL EXPERIENCE**

**INDIA EXPERIENCE**

**INFORMATICS COMPUTERS ORGANISATION, DELHI** since Jan 2013-Till Date

**Account Executive (Payable , Receivable & General Accounting)**

* Review and verify invoices and check requests
* Set invoices up for payment
* Enter and upload invoices into system
* Post transactions to journals, ledgers and other records
* Monitor accounts to ensure payments are up to date
* Research and resolve invoice discrepancies and issues
* Correspond with vendors and respond to inquiries
* Produce monthly/weekly report
* Handling cash
* Responsible for Payment Bill.
* Responsible For store Item, verify the stock.
* Day to day accounting as per job define.
* Maintain up-to-date billing system
* Generate and send out invoices
* Follow up on, collect and allocate payments
* Carry out billing, collection and reporting activities according to specific deadlines
* Perform account reconciliations
* Maintain accounts receivable customer files and record.
* Prepare bank deposits
* Investigate and resolve customer queries
* Process adjustments.
* Communicate with customers via phone, email, mail or personally.
* Assist with month-end closing.
* Collect data and prepare monthly report.

**OVERSEAS EXPERIENCE**

**AL-TABOON , SAUDIA ARAB**

Account Assistant ( Restaurant chain) since sep 2010’-sep 2012

* Processing invoices from various locations for payment.
* Providing Accountants with assistance when required
* Contacting banks regarding any financial queries.
* Handling all telephone inquiries relating to accounts payable issues.
* Corresponding with vendors and respond to inquiries.
* Documenting all accounts payable transactions.
* Compiling management reports and assisting with audits.
* Processing daily cash receipts.
* Collecting all invoices and obtaining approval for payment.
* Matching, batching and coding invoice.
* Maintaining vendor files Raising and tracking invoices.
* Checking the filing of invoices.
* Checking the accuracy of figures and calculations.
* Recording all cash activity on a daily basis.
* Chasing up outstanding customer accounts.
* Salary sheet & Attendance sheet provide as per requirement.
* Petty cash handling and record the same in company formate.
* Extra responsibilities done if required in general accounting

**EDUCATIONAL CREDINTIALS**

Industrial Accountant Plus from Institute of computer accountant (ICA) Varanasi.

B.Com from Purvanchal University (Jaunpur),

Intermediate from U.P. Board,

High School from U.P.Board,

Language : Hindi, English, Arabic, Urdu