**RESUME**

**MOHAMED**

[**MOHAMED.142417@2freemail.com**](mailto:MOHAMED.142417@2freemail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVE:**

To obtain a challenging position in your esteemed company, where I can learn and enhance my skills in conjunction with company’s goal and objective.

**WORK EXPERIENCE:**

**Organization *:*** **JK Group of company (Gallery Foods and Beverages)**

**Designation  *: Accountant***

**Duration : APRIL 2012 TO TILL DATE**

**Location : DUBAI – UAE.**

**Responsibilities:**

* Follow up of collection and Reconciliation of debtors Accounts.
* Accounts Receivable Management and co-ordination with customers
* Accounts Payable Management sales order processing, Shipment Follow up.
* Supervise the Whole range of Accounts Receivables and Payables
* Preparation of Debit Note and Credit Note.
* Handle cash Management and Petty Cash
* Track all money received and prepare deposits.
* Summarized receivables on a weekly and monthly basis
* Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities through by mail and phone.
* Prepare statement of accounts and sent to the customers and Suppliers.
* Prepare sales man commission.
* Check Monthly Bank Reconciliation Statements of all bank accounts.
* General Ledger Maintenance.
* Ensure that all accounts responsibilities are handled efficiently and effectively.
* Office Expenses Management and Financial Reporting to the Management.
* Making Computerized Sales Invoice, Purchase Invoice and Maintain Stock.
* Manage the Invoice Generation Operation
* Preparation of Purchase and Sales Report.
* Preparation of Daily Summary Report.
* Assess the Efficiency & Effectiveness of the organization.

**WORK EXPERIENCE:**

**Organization *:* ZENTA KNOWLEDGE SERVICES PVT LTD**

**Designation  *: ASSISTANT ANALYST***

**Duration : JANUARY 2011 – JANUARY 2012**

**Location : CHENNAI – INDIA**

**Responsibilities:**

* Financial Commercial Mortgage Banking Services.
* Re-Keying Process.
* Sub-servicer Uploading.
* Understand end-to-end process, contribute to process improvements, and maintain the entity at the right level of operational excellence.
* Assigning work for my team members for the day.
* Shift allocation for whole team.
* I am responsible to send the weekly report to my team leader.
* Assigning the Request among the team members.
* Update and maintain process documentation.

**ACADEMIC QUALIFICATIONS:**

* Bachelor of Commerce (B. Com) from Bharathidasan University, Trichy.

**TECHNICAL CAPABILITIES:**

* Certification in Tally ERP 9.0
* Certification in Diploma Office Administration (DOA).

**STRENGTHS:**

* Ability to team work.
* Good Analytical Abilities and Hard-Working nature.
* Proactive, positive approach. Able to learn concepts and procedures quickly.
* Ability to translate business requirements.
* Highly process oriented.

**PERSONAL PROFILE:**

* Date of Birth : 22-MAY-1989
* Gender : Male
* Nationality : Indian
* Marital Status : Single
* Languages Known : English, Tamil, Hindi, and Malayalam
* Visa Status : EMPLOYMENT