

 Mohamed

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**February16th, 1982** • Μ**ale** • Μ**arried** •

**Professional Snapshot**

**A dynamic professiona l with tota l 11 years of Experie nce in Strategic Business Planning– Fi nancial Pr ojections - Management Accou nting - Office Administration - Personnel**

**management**

**Orgina tional Experience**

**Tenure**

Feb’13 – Jan’15

March’09– Jan’13

J une’07 –Ma r’09

M ay’05 – Jun e’07

June’04 – M ay’05

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|  | **Com pany Nam e** |  | **De** | **signation** |  |  |
|  | Ultima Ceramics., Adyar, C hennai, India |  | Ac | countant |  |  |
|  |  |  | atar Accountant |  |  |
|  | ETA Star Engine ering & Con tracting WLL., Doha, Q |  |  |
|  |  |  |  |  |
| ETA Engineerin g & Contracting WLL., K | uwait | Acco unts Assist | ant |  |
|  |  |  | Acco untant |  |  |
|  | Axis Carriers & Logistics Pvt Ltd., Chennai, India |  |  |
|  |  |  |  |  |  |
|  | Mustafa& Co., Chennai, India |  | Audit Assistant |  |  |
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**Ca reer Contour**

***Key Result***

***Areas***

***Finance & Acco unts***

***Payro ll:***

* ***Preparation of Salaries & Wages.***
* ***Maintainin g Staff & W orkers Attendance daily wise.***
* ***Maintainin g employee database.***
* ***Day to day transaction preparing, posting, pro cessing and documenting in SAP***

***for Salary & Wages.***

***Accou nts Receivables (A/R):***

* ***Preparation of Sales Invoices & Cre dit Notes.***
* ***Preparation of Cash Sales & Credit Sales Entries.***
* ***Preparation of Cash Deposit & Cheques Deposit Entries.***
* ***Preparation of Daily Re mittances Reports.***
* ***Preparation of Stateme nt of Outstanding Rep orts.***
* ***Preparation of Daily, M onthly, Qu arterly, Half Yearly & Y early Sales Reports.***
* ***Preparation of Custom er wise Coll ections Rep orts& Customer Ageing Reports.***
* ***Preparation of Daily, M onthly, Qu arterly, Half Yearly & Y early Collect ion***

***Reports.***

***Accou nts Payables (A/P*):**

• ***Preparation of Invoices & Debit No tes.***

***Key Result***

***Areas***

* ***Preparation of Manual & Computerized Cheques.***
* ***Preparation of Purchase & Purchase Return Entries & Reports.***
* ***Preparation of Vendor Special G/L Entries & Reports.***
* ***Preparation of Vendor wise Statement of Outstanding Reports & Vendor Ageing Reports.***
* ***Preparation of Daily, Monthly, Quarterly, Half Yearly & Yearly Payments Reports.***



***General Ledgers (G/L*):**

* ***Preparation of Cash Payment, Receipt Voucher & Journal Voucher Entries.***
* ***Preparation of Debit Advice & Credit Advice Voucher Entries.***
* ***Preparation of Employee Special G/L & Dues Recovery Entries.***
* ***Preparation of Account Head Wise Expenses Reports.***
* ***Preparation of Daily Cash Balance Reports & Handling of Cash*.**
* ***Preparation of Sa*les Tax, TDS, VAT and E Filling.**

***MIS (Management Information System) Reports*:**

* ***Preparation of Assets History & Project Summary Reports.***
* ***Preparation of Stock Verification Reports.***
* ***Preparation of Project wise Collections & Expenses Reports.***
* ***Preparation of Profit and Loss Account Statement & Balance Sheet.***
* ***Preparation of Daily, Monthly, Quarterly, Half Yearly & Yearly Sales Reports.***
* ***Preparation of Monthly, Quarterly, Half Yearly & Yearly Collection, Expenses, Depreciations Reports.***
* ***Preparation of Daily, Monthly, Quarterly, Half Yearly & Yearly Cash Flow Statement.***
* ***Preparation of Budget vs. Actual Comparison Reports.***

***Reconciliation Areas*:**

* ***Bank Reconciliation Statement (BRS).***
* ***Cash Reconciliation Statement (CRS).***
* ***Customer Account Reconciliation Statement.***
* ***Vendor Account Reconciliation Statement***.

***Bank Related Works*:**

* ***Daily Cash & Cheques sending to Bank for Deposits.***
* ***Bank Account wise Cash & Cheques Deposits Reports.***
* ***Preparation of L/C (Letter of Credit) Payments.***
* ***Preparation of TT (Telex Transfer) Payments.***
* ***Preparation of Bank Guarantee Request***.

***Additional Works*:**

* ***Managing Credits & Costs Control and Transport Control.***
* ***Maintenance of Vehicles Expenses & Vehicles K.M. Record.***
* ***Supporting to Logistics, Purchase, HR Department& Audit Team.***
* ***Handling of administrative and General Office correspondences.***
* ***Managing cash operations, Cash Book, Ledger & all kind of Registers***
* ***Labour payment, Petty Cash & Professional Tax entries made in excel sheet as well as in Tally.***

***Personal Traits:***

* ***Time Management.***
* ***Excellent Team Player & Leader.***
* ***Ready to accept Changes and New Challenges.***
* ***Quick Learner and good observer.***
* ***Ability to work under pressure.***
* ***Hard working, Self Motivated, and Result Oriented.***

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|  |  |  |  |  |  |  |  |  | **Academic & Technical Credential** |  |
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|  |  | **Degree** |  | **Institution& Year** |  | **Specialization** |  |  |
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|  |  | **Bachelor of Commerce** |  | **Jamal Mohamed College , Affiliated to** |  | **Commerce** |  |
|  |  |  | **Bharathidasan University, 2001 – 2004** |  |  |
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|  |  |  |  |  |  | **Typewriting English Higher 1st Class – 50 words per minute** |  |  |  |
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|  |  | ***System Savvy*** |  |  |  | **Packages** | **: MS – Office (All MS Applications)** |  |  |  |
|  |  |  |  |  |  | **Other Packages** | **: SAP, Orbit, Tally, Xpedeon & MS Visio** |  |  |  |
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|  |  |  |  |  |  | **Personal Details** |  |  |  |  |  |
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|  |  |  |  |  |  | **DOB** | **: 16 February 1982** |  |  |  |
|  |  |  |  |  |  | **Marital Status** | **: Married** |  |  |  |
|  |  | ***Personal*** |  |  |  | **Languages Known** | **: English,Tamil,Hindi & Malayalam** |  |  |  |
|  |  |  |  |  |  | **Notice Period** | **: Immediately** |  |  |  |
|  |  |  |  |  |  | **Reference** | **: Would be furnished upon request** |  |  |  |
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***I do solemnly affirm that the information contained herein is factual and correct to the best of my knowledge and belief.***