Dear Hiring Manager,

It is with great interest that I am forwarding my **Curriculum Vitae** for your consideration.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My **Curriculum Vitae** is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

I appreciate your taking the time to review my credentials and experience & hope for a favorable reply and having an interview with you at your convenience.

**MOHAMMED**

[**MOHAMMED.240608@2freemail.com**](mailto:MOHAMMED.240608@2freemail.com)

# SYNOPSIS:

Looking forward to an organization that offers a challenging, stimulating, learning environment to work and provides scope for long term personal development and career growth in Financial Services and Accounts.

Preferred Industry- Trading, Contracting, Construction, Banking and Finance, Insurance, Consumer Durable, FMCG.

# CORE COMPETENCIES:

* A dynamic individual with 6 years of experience in finance & office administration.
* Supervising all the administration process, internal auditing and taking all the possible measures for smooth & complaint free Office functioning.
* Deft at identifying ways of enhancing overall accounts operations and bringing in various ways of process optimization.
* Proven ability to improve accounts operations, impact business growth and maximize profits through achievement in Finance Management, Internal Controls and Productivity / Efficiency improvements.
* Effectively managed Finance & Accounts functions.
* Abilities in synergizing operations to facilitate organizational growth, institution-building and skilled in strengthening the organization culture through involved and motivated leadership.
* A sound leader with strong inter-personal skills able to conceptualize and modify the present system to optimize resources at all levels.

# WORK EXPERIENCE

1. **Working as a Finance and Administration Officer for “JValley Software Solution” Riyadh KSA from April 2015 – Present**

* Preparing documents for material required for operational support.
* Follow up on outstanding debts with customers.
* Manage the day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment and finalization of annual accounts.
* Accounts Receivable Management and co-ordination with customers
* Update pending invoices table when payment received from client, Accounting & control of Accounts Receivable/Payable.
* Debit note & Credit note updated. In charge of cash collection
* Verifying & posting of all receipts
* Handling Purchase department. Preparing purchase orders, arrange approval from Managers, send to suppliers and confirm the receipt.
* Pay slip preparation, sending/imputing transfer instruction through online banking.
* Salary paid under WPS Scheme through Bank & Exchange center
* Make the Flight Tickets, Hotel Booking, for the Employees on the Site Visit.
* Handling Logistics for Tracking the shipments and arrange to send the shipment with various Courier Companies
* Looking for services suppliers (custom clearance agents, freight forwarders, Transportation co,).
* Continuous communication with suppliers to make sure of smoothly work flow and avoiding any obstacles
* Contract with freight forwarders for quotes, level of services, privileges.
* Make the decision of transportation method & shipping routes.
* Ensure all inventory and stock management systems are maintained accurately, within the database and all site stores.
* Maintain Fleet management & Records
* Review bills, invoices and purchase orders
* Tracking of expirations dates for various legal documents (ex. Contracts, Iqama &amp; medical etc.)
* Liaise with employees and management in relation to current and new policies

1. ***Worked as an Accountant for “DHANALAXMI SALES CORPORATION” Secundrabad India (November 2013 – March 2015)* Job Responsibilities:** 
   * Responsible for maintaining accounts in payments and invoices of suppliers
   * Preparing Monthly Expense statements through Cash & Cheque
   * Preparing Monthly Petty Cash Book Expenditure statements
   * Preparing bank reconciliation statements
   * Preparing monthly receipts and payments accounts
   * Preparing consolidated statements of Income and Expenditure quarterly, half yearly and yearly
   * Tracking long outstanding bills receivable , daily collection reports to be extracted and reported to the management
   * Clerical accounting work within Accounts Payables area like recording of domestic and international material purchase invoices after depth verification of material received in the warehouse, comparison quantity ordered and actually received, price mentioned in invoice, adjustments in prices
   * Preparing Final Accounts like Balance sheet, Trading & Profit & Loss Account
   * Processing Monthly Vat & CST Returns
   * Audit Review of Sales, Purchase, P&L Accounts, Reconciliation Accounts.
   * Assisting Internal & External Auditors during Audit Inspection.
   * Issuing of C-form to parties.
   * Issuing Bills of Exchange to counter parties for Import and Export Transactions.
   * Over draft , Credit Purchases to be reported to Finance Manager
   * Attending overseas calls and faxes, drafting Letters, memos & reports for all Import and Export transactions.

1. ***Worked as an Accounts Executive for "MEDPHA AGENCIES” Secundrabad India (January 2011- November 2013)***

**Job Responsibilities:**

* + Responsible for maintaining accounts in payments and invoices of suppliers
  + Preparing Monthly Vat & CST Returns & Interaction with Auditor during audit visit.
  + Support manager on all day to day activity oriented issues, responsible for the admin, status report, issuing contact reports after meetings
  + Develop communication skills, both written & oral to be able to write letters, emails, contact reports handle any telephone queries with clients / suppliers
  + Manage specific tasks start to take ownership of small projects from initial briefing to completion under close supervision to account manager with regular updates
  + Learn way around agency and start to understand role of each department, build internal relationships maintain day to day contacts
  + Generate invoices, raise purchase orders, estimate requests, print quotes costs for clients
  + Day to day contact with client, taking instructions and acting upon them starting to build relationship with client

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| **ACADEMIA** |

* **Master of Business Administration, Finance (MBA-FI**) from Osmania University (India)
  + **Bachelor of Commerce (Computer Application)** from Osmania University (India)

**ACADEMIC PROJECT**

Cash Management Project from “CARE Hospitals/ Quality CARE India Ltd. “

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| **TECHNICAL SKILLS** |  |
| Accounting Packages | : **Tally ERP 9, Focus, Wings, Peach Tree** |
| Programming Languages | : **C** |
| Operating Systems | : **Windows Environment** |
| Development Tools | : **MS-Office (MS-Word, MS-Excel, MS-Power Point Etc.)** |
| **FUNCTIONAL SKILLS** |  |

**SAP Application Modules: FI/CO**

**SAP Application Release:** SAP R/3 (ECC 6.0)

# STRENGTH:-

* Ability to handle administrative and correspondence work

 Perseverance to achieve the set goals.

* Open for feedback and take constructive criticism in stride.
* Good communication skills.
* Commitment & Dedication towards task.
* Patience and Hardworking
* Time Management

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| **PERSONAL PROFILE** |  |
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| Age | : 26 Years |
| Nationality | : Indian |
| Iqama Status | : Transferable |
| Marital Status | : Single |
| Languages Known | : English, Hindi & Urdu |
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| **DECLARATION** |  |

I hereby declare that the above mentioned information is correct as per my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.