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| CURRICULUM VITAE | |
| Mohammed  [Mohammed.252697@2freemail.com](mailto:Mohammed.252697@2freemail.com) | |
| pp 01  **Personal Data**  Date of Birth :15-May-1982  Age : 33  Gender : Male  Nationality : Indian  Religion : Islam  Marital Status : Married    Visa status : Tourist Visa  Expiry date : 18th Jan.16  Languages Known   * English * Urdu * Hindi   Driving License :  LMV,MCWG (India) | CAREER OBJECTIVE  Seeking a challenging environment that encourages continuous learning in accounts & finance related jobs provides exposure to new ideas and stimulates personal and professional growth. To do the tasks at hand in systematic manner and excel in executing the project with my analytical and problem solving skills, and work for the development of the company and aim to strive goals in life.  ACADEMIC CREDENTIALS   * **B.COM** from Osmania University, Hyderabad - India. (2006)   PROFESSIONAL EXPERIENCE  **EXPERIENCE:**  **Worked as a General Accountant in Micro Screen Trading LLC (Dubai UAE) from 5th May 2013 to 4th May 2015.**  **Job Responsibilities**   * Prepare journal entries. * Maintaining All Accounting in ERP Tally. * Prepare Sales Invoices & billing * Entries purchase invoice in tally * Assist with payroll administrations * Meeting Day-to-Day Financial Commitments & Timely Honoring for payments and receivables, and follow up with debtor for collections. * Updating the Accounting Records (Billing, Receipts & Payments) * Bank Reconciliations and Debtors Reconciliations, etc. * Keep cash in safe place at a minimum level to ensure the payment by cash on time. * Pay all cash to be paid by cash * Collect cash from customers other if payment is by cash * Handle advance and follow up advance balance * Cash supply from the bank or from other sources * Maintenance and updating of Fixed Assets Register. Review & Follow-up for Solving audit queries. * Preparing final statement every day.   **AXIS BANK**  **Hyderabad, India Jan’2008-Feb’2013**  **Audit Assistant CUM CPA Executive.**  **Job Responsibilities**  The position reports directly to the Branch Head (ASC).   * Maintaining Sale Manager Wise business disbursement. * Maintaining Branch wise Business disbursement. * Updating All products loan MIS. * Entering Day to Day Leads HL, LAP, AL, LAG & PL in Tele smart. * Process, checking all product loan file, make login MIS. * Show performance Assets Relationship Manager Reports. * Follow up, all products executive daily. * Distribute Separate products Leads to Sale Manager. * Preparation of monthly and yearly reports in excel and reporting to Finance Manager. * Auditing Branch disbursement checking & employees business. * Update feedback from executive. * Handling of Month end close. * Monitoring all executive. * Maintain accounts Products Sales. * Investigate and resolve customer queries. * Process adjustments. . * Communicating with Staff via mail & Telephone   **Plus Travels International AirTicketing**(Client)  **Hyderabad**  **Accountant Jan‘06 –Dec‘07**  **Job Responsibilities**   * Maintenance of Accounts of Plus Travels (Responsible for all accounting activities starting from maintenance of primary books of P & L A/C, preparations of Balance Sheet). * Meeting Day-to-Day Financial Commitments & Timely Honoring for payments and receivables, and follow up with debtor for collections. * Updating the Accounting Records (Billing, Receipts & Payments) * Bank Reconciliations and Debtors Reconciliations, etc. * BSP (Suppliers) Statement reconciliations fortnightly. * Assisting External Auditors for smooth audit. * Maintenance and updating of Fixed Assets Register. Review & Follow-up for Solving audit queries. * Liaison with various government departments such as, Service Tax, Income tax Professional Tax etc, for assessment, and compliance of legal procedures. * Liaison with banks and financial institutions.   **Iqbal & Associates Company**  **(Chartered Accountant)**  **Hyderabad India**  **AuditAssistant&AccountAssistant April‘05 –Dec‘07**  **Job Responsibilities**   * Vouching of Bills. * Auditing of Sales Invoices & Purchase Invoices & Other bills. * Preparing monthly BRS. * Preparation Trading, Profit & Loss Account & Balance Sheet. * I have done various Bank Audit, Internal Audit of Companies. * Filling with the Sale Tax Department & Income Tax Department. * Working hard & Maintain Punctuality. * Reporting to the head of the Auditor. * Training junior staff.   ERP PACKAGE   * : General Ledger, Accounts Payable, Accounts Receivable, Asset Management & Controlling.   COMPUTER SKILLS   * Diploma in Accounting Packages( Tally ERP 9.1, Focus, Wings, Peachtree ) * Diploma in Office Tools ( Ms Word, Excel and PowerPoint ) * Browsing. |

*I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me. I understand that any willful misstatement stated herein may lead to my disqualification or dismissal if employed.*