Mohammad

[Mohammad.254424@2freemail.com](mailto:Mohammad.254424@2freemail.com)

**PROFILE**

A resourceful, self-motivated, with a proven ability to provide key financial data, support and reporting to assist in key business decisions.  With outstanding knowledge of purchase, sales and general ledgers as well as financial expertise.  Skilled in Financial, Possesses strong financial control and reporting skills working professionally to ensure all statutory.  Articulate and proactive with excellent communication skills, with the ability to build strong relationships both within and outside of a finance department as well as effectively communicating financial information to non-finance colleagues and customers. 

**ACCOUNTANT**

Skilled accounting professional with More than 4.6 years of experience in Accounting ( Accounts And Finance ), Taxation, Auditing.

Presently working as a Accounts Manager at**” M/S BLOW UPS INTERNATIONAL** Manufacturing Company(Plastic Containers for Pesticides) ). Strong understanding of all aspects accounting.

**EMPLOYMENT CHRONOLOGY**

**M/s BLOW - UPS INTERNATIONAL May’2011 - Present**

(Industry in plastic Containers in Blow molding)

* POSITION : Accounts Manager
* LOCATION : 8-1-398/B/1.Hakeempet Road Tolichowki, Hyderabad, Pin Code No:- 500 008,Telangana.

**M/s PLAS - TECH SYSTEMS Oct.2010 - April’2011**

(one of the SSI Industry in plastic Containers in Blow molding)

* POSITION : Accounts Executive
* LOCATION : 8-1-398/B/3.Hakeempet Road Tolichowki, Hyderabad, Pin Code No:- 500 008,Telangana. **.**

**AREAS OF EXPERTISE**

* Monthly VAT , CST Returns & Payments
* Service Tax , TDS , Advance Income Tax Payments, E TDS Returns With Tally ERP 9.
* ESI & PF Returns & Payments
* Excise Return & Payments ( ER1 & ER3)
* Excise Books ( RG-1( For finished goods), RG 23A Part 1 ( Raw Material ),RG 23A Part II,PLA, RG 23C Part I (Capital Goods), Rg23c Part II (Cenvat Credit for capital goods) maintain manual & Tally ERP 9.
* Month end Reconciliation & Analysis
* Stock Statement for Bank Bowring
* Day to day bank Reconciliation
* Service Tax , TDS , Advance Income Tax Payments
* C forms Request
* Profit & Loss Account
* Balance Sheet ( Partnership Firm only )
* Form A.R.E. 1 (Export) or (SEZ Units)
* Central Excise Job Work Challans
* General Ledger Entries & Audits
* Financial Statements & Preparation
* Accounts Payable & Accounts Receivable
* Yearly Andhra Bank Project for Working Capital

**DUTIES & RESPONSIBILITIES**

* Preparation returns & payments for statutory compliances for sales tax , service tax, professional tax, income tax e -payments, issuing of form – "C" in time to time
* Performing banking activities and preparing monthly & Daily bank reconciliation statements &passing necessary entries
* Preparation & perusing of monthly Outstanding statements against vendors.
* Preparation of vendors & sundry debtors aging analysis on weekly basis.
* Preparation and issue of forms to creditors on requirements.
* Preparation of Stock Statements.
* Post dated receipts & payments entries
* Maintaining cashbook, Sales & purchase Registers.
* Vat Audit & Cst Assessments
* Debtors and Creditors Ledgers Verification.
* Maintaining petty cash and other company expenditure.
* Preparing daily sales report to management.
* Keeping records for the daily sales.
* Managing of complete Accounts Receivable and payable.
* Preparation of missing vouchers.
* Verifying the all accounts of books
* Reconciliation of cash book with pass book.
* Preparation of receipts and payments.
* Preparation of monthly salary statements In Excel.
* Data Entry , Receipts, Payment ,Contra , Stock Journal, Sales ordes, Purchase Orders, Invoices & Journal Entry for Adjustments, Statuary Payment Entrys, Etc.
* Inventory Movement Analysis Reports
* Matching, batching and coding of invoices
* Processing orders and invoices efficiently
* Sales order Outstanding (Pending order) Statement
* Sales orders statement (Opening, Order, Cleared, Pending, With Batch or customer wise orders)
* "C , H, I" Form received before CST assessment from Customers.

**EDUCATION QUALIFICATIONS**

* CWA Inter Pursuing from ICWAI Chapter
* Graduation (B.COM) from .Mahboobia Panjetan Degree & P.G. college 65% in 2012 (kakatiya university)
* Inter Complete (MPC) from vignan model junior college with 78% in 2009
* S.S.C. passed from Markazi high school with 75% in 2007

**TECHNICAL SKILLS**

* Operating Systems : Windows XP, MS – Dos, Windows -2003,7
* Accounting Packages : Tally.ERP 9, Focus, E-Xgn.SAP - FICO (Knowledge)
* Good Experience on Excel, word, Tally ERP 9(Release 4.9 ,Stat Version 233.)

**STRENGHTS**

* Good Analytical and inter personal skills.
* Able to work in term as well as individual.
* Hard working with confidence.

**PERSONAL PROFILE**

Gender : Male

Marital Status : Unmarried

Date of Birth : 07.07.1991

Languages Known : English, Telugu, Hindi.

Nationality : Indian.