**RESUME**

[**MOHD.271524@2freemail.com**](mailto:MOHD.271524@2freemail.com)

**MOHD**

**Marital Status:**

Single

**Languages Known:**

English, Hindi & Urdu

**Gender:**

Male

**Date of Birth:**

09-10-1994

Objective



To join an organization with a healthy spirit of conquest with successful battling and overcoming difficulties with a sincere democratic approach. The only investment I want to make is my hard work in any environment, which I am sure, will fetch me the ability to work more intelligently and effectively.

Academic Records

* B.Com from Vidya Dayini Degree College

(Osmania University)

* Intermediate from Gowtham Junior College (C.E.C)
* S.S.C from St Mathews high School

Professional Experience

* **Organization : Smart Agencies**
* **Designation : Junior Accountant**
* **Duration : June 2013 – August 2015**

**Roles and Responsibilities:**

* Recording all transaction like purchases, sales, receipts, payment, contra and journal.
* Preparation of trial balance, profit & loss a/c and balance sheet with sources of funds, application of funds (working capital)
* Maintaining stock summary like item wise, group wise, categories wise and godown wise.
* Preparation of statutory reports as per govt rules like VAT, CST, TDS, & Service Tax.
* Preparation of salary statement using cost center and cost categories.

**Nationality**

Indian

**Religion**

Muslim

**Passport Details:**

Passport No: N2459367

Date of Issue: 04-09-2015

Date of Expiry:03/09/2025

Place of Issue: Hyderabad

* Familiar with purchase cycle (maintaining purchase order, receipt note, rejection out, purchase, purchase return/debit note)
* Familiar with sales cycle (maintaining sales order, delivery note, rejection in, sales, sales return/ credit note)
* Calculation of interest for debtors and creditors by using debit note / credit note.
* Maintaining of A/c book and statements of accounts for debtors and creditors with bill wise details.

Technical skills

* Operating System : 2000, XP, Vista, Win 7, 8
* Accounting Package : Tally ERP9.
* MS Office : 2003,2007(Word, Excel)
* MIS : Familiar With All Advance topics of

MS Excel 2007

Professional skills

* Comprehensive problem solving.
* Ability to work well with others.
* Willingness to learn new things.
* Delight in spontaneity.
* Reliability and trustworthiness,
* Competence and good judgment.

Area of Interest

* To Improving Interpersonal Skills
* To gain more knowledge of accounts and finance.
* Seeking a Position where I can work in a challenge environment.

Declaration

I hereby solemnly declare that all the above-furnished details are true to

the best of my knowledge and belief.