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| Mohammed  [Mohammed.275563@2freemail.com](mailto:Mohammed.275563@2freemail.com)  M.B.A (Finance)  **Experience : 4 years**    **Date of Birth:** 16th June 1985  **Nationality:** Indian  **Languages Conversant:**  English, Hindi, Urdu & Telugu  **Hobbies**:  Playing Cricket, Watching T.V., Browsing Internet. | PROFESSIONAL OBJECTIVE:  To work in a professional and competent atmosphere that enables me to cope with emerging trends and Technologies, to widen the spectrum of my knowledge, achieve professional satisfaction and growth by effective contribution to meet the Organization goals. Motivated to succeed with the desire to tackle challenging problems.  SUMMARY:   * Highly motivated and goal-oriented Accountant professional with extensive experience of **4 Years** in field of **Accountancy**. * Proven skills of working independently or as a team member. * Seeking a position as an **Accountant** where I can work in a challenging environment to utilize my knowledge skills in contribution effectively to the success of the organization and also for the improvement of my personal skills. * Sound knowledge in using and administering network based computerized accounting systems and other PC based packages. * Experience in setting, achieving and handling all the office administration tasks independently.   SUMMARY OF EXPERTISE:   * Prepare financial statements and reports for clients or company management. * Preparing reviewing general ledger accounts and passing the entries. * Handling sales register and reporting to Sales Manager. * Preparing Invoices and Receipts. * Reconciliation of accounts as assigned by the chief Accountant. * Record the amount of money spent and received daily by clients or company management. * Prepare Journal Entries. * General Ledger Operations. * Monthly closings and preparation of monthly financial statements. * Logistic operations. * Letter of Credit (LC Import/Local) D/A Bills (LC- Back to Back, Transferable etc.). * Export / Import Documentation. * Basic Excel for Management Reporting. |

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| Professional Experience :   1. Worked in “**YETURU BIOTECH LTD”** as **Accountant** from **March 2012** to **May 2014**.      * Maintain of manual and computerized accounting up to finalization, Cash Book , journal entries, ledger accounts, trial Balance and financial statements by using **Tally ERP** * Maintain day to day accounting activities and including petty cash. * Generated all types of Reports by using **Microsoft Excel.** * Handling sales register and reporting to sales manager. * Prepare Debtor and creditor ageing Report in Excel. * Preparing sales Order, Purchase & Sales Invoice Delivery Note, Commercial Vat. * Cash and cheque deposit in Bank. * Verification of Purchase invoices and Sales invoice.   (2) Working in **“MS Junior college**” in **Accounts Receivable** from **June** **2014** to Till Date.   * Entering all new admission data in excel sheet as well as in focus software with each   student fees structure.   * Collecting cash and making fees receipt in Focus software and entering details in   excel as well as in cash book.   * Maintaining all the student accounts and reporting to directors about how much   current sundry debtors are and generating report.   * Responsible to maintain Focus software and Manual excel sheet of dues and keep   them tally for further processing.   * Responsible to maintain Ledger accounts of all the student. * Maintaining Cash books & Expenses Vouchers. * Making report of Daily Income & expenses and forward to Headoffice.   Technical Proficiencies :   * Trained on Course of SAP Application Release: SAP R/3 (ECC 6.0) under the module **FI/CO.** * Trained on course of Computer Accounting Packages (Tally, Wings, Focus, Peachtree and Quick Books). * Diploma Course in Advanced Diploma Computer Application (A.D.C.A). * Diploma Course in Logistics Operations.   SAP FI/CO Functional Skills at a Glance:   * Configuration of Enterprise Structure in Finance and Controlling. * Worked with Master Data settings in Customer master, Defining Account group and number range for Account Group, procedure. * Customizing FI/CO document types, number ranges for finance document types, Item Categories and Mastered in the complete cycle of FI/CO. * Good understanding of accounting procedures and processes. * Customized fiscal year variant, variant for opening and closing periods, field status variant. * **Recurring Entries’** Enter Run Dates, Run Schedules, Sample Documents. * As per the client bank operations, I configured House Banks, respective GL accounts and created check lots for the bank issue account. * Creation of G/L Masters, House banks and Maintaining Field Status Variant and Posting Keys. * Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges. * Settings for Foreign currency valuation (fluctuations in exchange rates). * Creation of Customer/Vendor Accounts Groups, Number Ranges and Customer/ Vendor Masters Creation. * Configuring Automatic Payment Program and Dunning for Vendors/Customers. * Setting up Payment Term. * Configuring Input/output Tax. * Asset management – Chart of depreciation, Depreciation area, Asset class, Depreciation key, Master data. * Maintain the Versions for actual and planned postings. * Creation of Cost Centers and Definition of Cost Centre Hierarchy. * Creation of Activity types and Statistical key figures, Allocation, Distribution and assessment of costs. * Creation of Primary and Secondary Cost Elements with appropriate Cost Element Category. * Definition of Internal Orders Types, Order Masters and Settlement Profiles. * Definition of Profit Center.   Technical Skills :  **Operating Systems :** Windows XP, 2000 professional, Vista, Windows 7 and 8.  **Software’s :** MS Office 2003/2007 (Word/Excel/PowerPoint).  Personal Skills :   * Good written and oral communication skills. * Strong dedication towards goal, hard worker. * Ability to work individually and also as a Team. * Adaptability to new places and people.   Educational Qualification :   * **MASTER IN BUSINESS ADMINISTRATION ( OSMANIA UNIVERSITY )**   **specialization:**   * **Major : FINANCE** * **Minor : MARKETING** * **BACHELOR DEGREE IN COMMERCE ( OSMANIA UNIVERSITY )** * **INTERMEDIATE** from **BOARD OF INTERMEDIATE EDUCATION.** * **S.S.C.** from **BOARD OF SECONDARY EDUCATION.** |