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| **MOHAMED****MOHAMED.320145@2freemail.com**  **Salaa**Personal Data:Date of Birth : 16-04-1986Sex : MaleNationality : IndianMarital Status : MarriedReligion : Muslim)  |  **Resume**Profile  An Under Graduate in Business Administration with 5+ years of experience in reputed Finance Concern.ObjectiveSeeking a career with a progressive organization where I can utilize my skills, knowledge in challenging role that allows me for advancement and growth. Education * **B.B.A.,** with 54**%** from Shree Raghavendra arts and science college, Thiruvalluvar University, Vellore, Tamilnadu, India in the year **2007.**
* **HSC** with **58.75%** from S.A.N.Hr.Sec School, Chidambaram, Tamilnadu, India in the year **2004.**
* **SSLC** with **62%** from S.A.N.Hr.Sec School, Chidambaram, Tamilnadu, India in the year **2001.**

 Project Work * In BBA curriculum, I have completed my project in HRM the project is entitled as “**A Study on Employees Motivation In Anglo French Textiles (Ptc) Ltd**”.

Experience * 1 year Worked as **“Accountant” in** Union craft fiberglass Boat manufacturing Company Est. Shuwaikh, Kuwait from Apr‘ 2015 to Apr’ 2016.
* 4 years and 3 month Worked as **“Accounts Executive”** in Sriram City Union Finance, Chidambaram from June ’2009 to Sep’ 2013.
* 1 year and 6 months Worked as **“Accounts Executive”** in Koyara Foods & Co., Chennai from Aug’2007 to Jan’2009.
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| **Languages Known** * Tamil
* English
* Hindi (Basic)
* Arabic (Basic)

 **Personal Traits:*** Impressive Organizational and Communicational Skills.
* Highly Motivated and Confidence.
* Initiative and Team Skills.
* Hard worker.
 |  Experience in Detail  **In Union craft fiber Glass Boat manufacturing Company Est*** Invoice
* Payment & Receipt
* Document control
* Petty cash handling

 **In Sriram City Union Finance** * Consumer loan processing and follow-up
* Document control.
* Verification and documentation of loan process
* Cash flow management
* Collection and resolution of past due accounts.
* Analyze financial statements and manage risks.
* Petty cash Handling.
* Coordinates office services, such as personnel.

**In Koyara foods*** Day to day accounts maintenance
* Cash management
* Payroll management
* Co ordinates the preparation of program report and reviews.
* Supervises the establishment and maintenance of office records.

Software Proficiency * Operating Systems : Windows 7/98/XP
* Accountancy : Tally 7.2 & ERP 9
* Packages : MS-Office, Network
* Able to typewriting @ a speed of 40 words
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| Place :Date : | DECLARATIONI hereby declare that the above furnished details are true to the best of my knowledge and belief.  |