|  |  |  |
| --- | --- | --- |
| **MOHAMED**  [**MOHAMED.320145@2freemail.com**](mailto:MOHAMED.320145@2freemail.com)    **Salaa** Personal Data: Date of Birth : 16-04-1986  Sex : Male  Nationality : Indian  Marital Status : Married  Religion : Muslim  ) | **Resume**  Profile  An Under Graduate in Business Administration with 5+ years of experience in reputed Finance Concern.  Objective  Seeking 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. | |
| **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 |
| Place :  Date : | DECLARATION  I hereby declare that the above furnished details are true to the best of my knowledge and belief. |