MOHAMMED

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OBJECTIVE:

To seek a challenging position in an organization, with an aim to contribute positively towards its objectives to the best of my knowledge, abilities and skills, and to serve with honesty, integrity and diligence; with the firm belief that the entity’s growth and success would be my own.

WORK EXPERIENCE:

Worked as a sales man in Electronic Showroom – India

Worked as a supervisor in call centre – India 2009 - 2011

Tuva Signs, Hyderabad – India Accountant on tally ERP 9 2012-2014

Working in (UNF GROUP) - Abu Dhabi as an Auditor under (finance Dep’t) Feb 2015 – To Till Date

Responsibilities:

 Record all transactions into appropriate accounts and maintained bank balances.

 Filled out order invoices and prepared client sales invoice

 Prepared monthly sales report and purchase report.

 Arranging for collection and follow-up with costumers.

 Maintaining in petty cash.

 Prepared Bank Reconciliation Statement on monthly basis and other management information reports.

 Assisting to senior Accountant for Preparation annual company accounts and reports

 Maintaining general ledger.

 Responsible for documentation..

Presently working in private office of sheik Hazza Bin Tahnoon Al Nayhan in Abu Dhabi, UAE as a Cashier under finance department since Feb 2015

 Depositing the cash in the cash machine

 Preparing daily sales report

 Arranging for collection and follow-up with costumers

 Handling petty cash

 Filling the document etc.

EDUCATION QUALIFICATION:

 Graduation : Bachelor of Commerce (B.Com) from Osmania University

Hyderabad – India, 2008 – 2012

 Intermediate : Intermediate (CEC) Vidya Dayni Junior College from Board of

Intermediate Hyderabad – India, 2005 – 2007

 S.S.C : Secondary School Certificate from Jaweed High School,

Hyderabad- India, 2004

TECHNICAL SKILLS:

 Operating System : Ms-Windows 98, 2000, NT, XP

 Accounting packages : Tall 7.2,9, Tally ERP9 Focus5, POS

Other Skills : Typewriting Lower (35 WPM)

 Software : Ms-Office, Excel

STRENGHT:

 Very self motivated and efficient individual who works very well even under pressure and is very well organized.

 Able to work effectively.

 Friendly approach, patience, Quick learner.

PERSONAL INFORMATION:

Date of Birth : April 14th 1987

Nationality : Indian

Religion : Muslim

Martial Status : Single

Languages Known : English, Hindi, Telugu, Arabic and Urdu

In the view of above, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge and belief.