

***Date of Birth*;**

**30/03/1991**

***Marital Status*;**

Single

***Nationality;***INDIAN

***Religion;***

Muslim

***Visa Status;***

*Visit Visa 3 months*

RESUME

[**MOHAMMED.322540@2freemail.com**](mailto:MOHAMMED.322540@2freemail.com)

Focused on excellence in the area of finance and accounts, with a dynamic, commercially focused and people-oriented organization, where, I can learn and grow by applying my professional and personnel skills and abilities.

# EDUCATION

**2011-2013** **Master of commerce (M.COM-Finance)**

Madurai Kamaraj University (Distance Edu)

Tamil Nadu, India.

**2008-2011** **Bachelor of commerce (B.COM)**

MES KVM College, Valanchery

University of Calicut

Kerala, India.

# SKILLS

* Accounting Software’s: **TALLY, PEACHTREE, QB, M.S OFFICE.**
* Good communication
* Organizing ability
* Internet and Computer related

**TECHNICAL SKILL**

Successfully completed Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA) from the Institute of Professional Accountants (IPA) Calicut, Kerala, India.

**EXPERIENCE**

**2012-2016** **A.Geeri Pai Gold & Diamonds, Kochi, Kerala, India.**

**Accounts Executive**

**From Nov 2012 to Oct 2016 for 3 Year and Nine months.**

**Duties:-**

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports.
* Report to management regarding the finances of establishment.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Prepares payments by verifying documentation, and requesting disbursements.
* Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.

**2011-2012 C.J Kunju Kunju, Chartered Accountant, Kochi, Kerala, India**

**Audit Assistant**

**From June 2011 to Nov 2012 for 1 Year and Five Months.**

**Duties:-**

* Provide internal and external auditing services for businesses and individuals.

# LANGUAGES

* English
* Hindi
* Malayalam
* Arabic (Read and Write).

**DECLERATION**

I, **Mohammed** do hereby confirm that the information given above

is true to best of my knowledge and belief.

Place: 17/11/2016

Date: Sharjah