**MOHAMED**

[**MOHAMED.324810@2freemail.com**](mailto:MOHAMED.324810@2freemail.com)



**CAREER OBJECTIVE**

To work with a professional group through which my knowledge and skills can contribute to the success of the organization. My proficiency over the principles of accountancy and finance along with that of computer applications like Oracle and Tally would help me effectively perform my duties.



**Core Professional Competencies includes:-**

♦ Account Receivables ♦ Handling Payroll function

♦ Account Payables ♦ Reconciliation of Intercompany

♦ Maintain Bank Transactions ♦ Handling Assets and Depreciation

♦ Bank Reconciliation ♦ Handling Site Admin Work

♦ Reconciliation of General Ledgers ♦ Day to day affairs of book keeping



**PROFESSIONAL EXPERIENCE**

**ETA POWER PROJECT LTD (GASCO Project Habshan & Bab)**

Under the Payroll of **SOS Employment Services L.L.C. June’2016 to till date**

**Accountant / Site Administrator**

* Monitoring Accounts Payables and Verifying on Monthly basis.
* Performed General Office Duties and Administrative tasks.
* Resolving Suppliers Queries Regarding Overdue Payments.
* Maintaining Site Accounts and Clearing Workers Claim bills.
* Prepare Site Expenses Data and Submit to Manager.
* Maintaining Site Cash Inflow and Outflow.
* Monitoring Daily Expenses of Cash.
* Material Purchase Details Weekly data Submit to Construction Manager.
* Answering and Directing Phone calls with in the Head office.
* Maintaining Petty Cash.
* Material Require needs raise the Purchase Order.

**IDEA CELLULAR LTD**

Under the Payroll of **Swasthik Sahits Solution Private Limited. April’2015 to May'2016**

**Executive Accounting Process**

* Preparing IUC Revenue Invoices from Corporate Report.
* Booking Revenue Entries in oracle.
* Booking Invoices for Accuracy and Completeness. Processes Invoices for Payment.
* Prepare in Vendor Payment Proposal.
* Posting Transactions to Journals and Ledger Entries.
* Receive and verify invoices and requisitions for IUC services.
* Prepare batches of invoices for data entry.
* Good Knowledge in accounts payable, accounts receivable and maintaining general ledgers.
* Booking National and International Roaming Collections.
* Maintain listing of accounts payable.
* Maintain the general ledger.
* Follow Monthly Basis National and International Collection.
* Maintain updated vendor files and file numbers.
* Distribute monthly financial reports.

**SHANGHAI INDIAN ELEVATORS (P) LTD June’2013 to January’2015**

**Accountant**

* Experience in Tally Accounting Software.
* Preparation of profit and loss account and balance sheet.
* Preparation of Bank Reconciliation Statement.
* General accounting including preparing journal and ledger entries.
* Prepare bank deposits, general ledger postings and statements reconcile

Accounts in a timely update.

* Managed accounts payable, accounts receivable, and payroll departments.
* Working with MS-Office (Excel, Word) in preparing documentation.
* Collection of invoice bills updating to excel.
* Prepared annual company accounts and reports.
* Preparation of employee monthly salary statement.
* Maintaining petty Cash.
* Creating the purchase order.



**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

**Master of Business administration – Finance & Human Resource – (2013)**

Aalim Muhamed Saligh College of Engineering. Chennai, India.

**Bachelor of commerce – (2011)**

E.G.S Pillay Arts & Science College. Nagapattinam, India



**TECHNICAL SKILLS**

* Accounting Packages **ORACLE** Package – (R12) **Tally ERP 9**.
* Proficient in the use of MS-Office (Word/Excel/PowerPoint/Outlook)
* Operating System Using in Windows XP / 7 and Windows 8.



**Personal Information**

**Nationality**  : Indian

**Date of Birth** : 17-July-1990

**Languages Known** : English/Tamil