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| Mohammed  [Mohammed.329155@2freemail.com](mailto:Mohammed###.329155@2freemail.com) | | |
|  | | Profile Summary |
| • Highly-energetic individual with strong knowledge of financial planning, analysis and projection  • Self-motivated individual, with a solid educational background in financial analysis.  • Accounting professional with over three years of experience, possesses multiple skills covering many financial areas such as laws, ledger analysis, financial statements, Taxations.  • Well knowledge in MS word and Excel (V-look up,H-look up,pivot table) |
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| |  |  | | --- | --- | | Tax preparation | DATA ENTRY | |  |  | | Reconciliation of accounts | MS OFFICE | |  |  | |  |  | |  |  |   Core Competencies  Education  **2015-2016**  **2010-2012:**BCOM with Taxation from TANDEM College Cochin,  MahatmaGandhi University,Kerala, India  **2008-2009:**Board of Higher Secondary, Ernakulum , Kerala, India  Certificate Course  **2012-2013:** CMA COURSE(Certificate in Information and Technology) | | |
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| Work Experience  Highlights  Managing and preparing accounts  Reconciliation of bank accounts  Ms office | **Sep’2013– Dec’2016:- Worked as an Accounts Assistant in Kerala Academy of Tax AND Accounts**  **Responsibilities**:   * Preparation of books of accounts and individual files of the owners * Dealing with income tax matters. * Reconciliation of bank accounts on a Monthly basis. * Voucher entry in tally 9.0 * Worked on word , Excel(V lookup) * Worked on TDS, VAT, Service tax * Detecting and preventing frauds * Liaising with clients (individuals or businesses) and providing financial information and advice; * Advising clients on tax planning (within current legislation to enable them to minimize their tax liability) | |
| Data entry |
| I hereby declare that the above mentioned details are true complete and correct to the best of my knowledge and belief.  Place: DUBAI  Date : | ***DECLARATION*** | |
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