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| MohammedMohammed.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 |
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| Reconciliation of accounts | MS OFFICE |
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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, IndiaCertificate Course**2012-2013:** CMA COURSE(Certificate in Information and Technology) |
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| Work ExperienceHighlightsManaging and preparing accountsReconciliation of bank accountsMs 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)
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| 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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