**MOHAMED**



[**MOHAMED.330074@2freemail.com**](mailto:MOHAMED.330074@2freemail.com)

|  |  |
| --- | --- |
|  |  |

**CAREER OBJECTIVE**

To work in a good and competitive environment, distribute my experience and efforts for the organization and personal development. I found myself ambitious, proactive self motivated and willing to assume responsibility.

**EDUCATIONAL QUALIFICATION**

**Bachelor of Commerce (B.Com) ‐ First Class A+ Grade (2014)**

Govt. Arts College (Bharathidasan University, India)

**Master of Business Administration (MBA) ‐ First Class A++ Grade (2016)**

**Faculty of Finance**

RDB College of Arts & Science (Bharathidasan University, India

(Affiliated by NAAC, India)

**Diploma in Computer Application - 2008**

**WORK EXPERIENCE**

**Fresher** - **Seeking for position of Accountant Assistant/ Jr. Accountant**

**DUTIES & RESPONSIBILITIES**

As assigned by the Management & the Organization

* Working with spreadsheet, sales and purchase ledger and journals
* Preparing statutory accounts
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transaction.
* Controlling credit and chasing debt
* Reconciling finance account and direct debts
* Preparation of financial reports.
* Receiving and processing all invoices, expense form and request for payment
* Maintains accounting controls by preparing and recommending policies and procedures.

**PERSONAL STRENGTH & SKILL**

* Strong understanding of the workings of an office
* Excellent inter personal skills to deal with customer and external contacts
* Good organisational skills and ability to work and sometime implement own process
* Great patience
* Willingness to learn
* Adaptability to the job environment
* Optimum utilize of time with best use of knowledge & technology
* Ability to deal with people diplomatically

**SEMINARS AND TRAININGS**

* One day International Seminar on “Challenges of Business Leaders”
* Two days Workshop on “Personality Development”
* One day International Seminar on “Capital Outsourcing – Prospectus & Challenges”
* Project presentation on “Expansion of Export Credit in Foreign Currency”

**PERSONAL DETAILS**

|  |  |
| --- | --- |
|  |  |
| **Driving License** | Valid **India** driving license |
| **Religion & Marital Status** | Islam & Single |
| **Residence address** | Sharjah |
| **Languages Known**  **DECLARATION** | Tamil (Re, Wr, Sp), English (Re, Wr, Sp) |
|  |  |

I hereby declare that the details furnished above are true to the best of my knowledge.

**MOHAMED**