****Curriculum Vitae

**Mohammed**

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**Objective**

Seeking a responsible position in your reputed organization where my qualification and experience would be an asset to achieve the goal.

**India - Professional Experience:**

* **Company :** Samsung , Kothagudem , India
* **Position :** Accountant and cashier.
* **Tenure** **:** Present – Oct 2015 to till Nov 2016.

**Samsung is a retail shop selling Samsung products.** **it has many ex-showrooms**.

* Accounts Receivables
* Accounts Payable
* General Accounting

**Accounts Receivables**

* Carrying out the daily collection process with clients
* Accounting of ‘Receipts’, ‘Debit Notes’ and ‘Credit Notes’.
* Application of Receipts against claims.
* Preparing daily follow-up and collection statement and report to the manageme

**Accounts Payable**

* Keeping track of Accounts Payables and ensuring timely payment.
* Preparing Monthly Vendors’ Aging Report.
* Issuing cheques to the suppliers
* Passing appropriate entries in Ledger and allocate payments

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 **General Accounting**

* Prepare Delivery orders, invoices,
* Recording of day to day transaction
* Controlling cash inflow and cash out flow
* Handling Bank Facilities
* Preparing Project wise reports

**India - Work Experience:**

 **Cashier , Samsung**

 **October 2015 – November 2016**

* **Cashier**
* **Accountant**
* **Computer Applications**
* **Computer Knowledge**
* Operating system Windows 03,07& XP
* Utilities : Ms office ,Accounting package- Tally 7.2, 9 & ERP

**Educational Qualification:**

* **Bachelor of Commerce , Kakatiya University, India**

 (Specialized in Management, Accounts & Computers)

* **Intermideate , Krishnaveni junior college**
* **Secondary School Education , Nirmala High School**

**Summary of Qualities:**

* Accounting knowledge
* Certified in Tally ERP 9 Accounting Package
* knowledge in computer application
* Motivated, efficient and detail oriented
* Strong analytical and problem solving abilities
* Excellent communication skills

**Personal:**

* Date of birth : 03/08/1996
* Marital status : Single
* Nationality : Indian
* Languages Known : English, Hindi, Urdu, & Telugu
* Visa Status : Visit visa (Valid Till 11/02/2017)

**Declaration:**

The above given details are true to my knowledge; I hope that this curriculum vitae hopefully fulfills and facilitate your requirement. I can assure you that I will be a considerable part in achieving the organizational goal.