Sir/Madam,

Sub: - **Application for the post of Accountant**

Please accept the enclosed resume as my application for job in your organization.

I’m an **Accountant** with **3** years’ experience. I’m holding the certificate for **Bachelor of commerce**. However, I believe that you will find, that I exhibit intelligence, common sense, initiative, maturity, and stability, and that I am eager to make a positive contribution to your organization.

I am therefore respectfully requesting a personal interview. I feel confident that a frank, in-person discussion will determine if a compatible environment exists for a future relationship. I would welcome this opportunity and assure you that this would be time well spent. In advance, I thank you for your consideration and look forward to meeting with you in the near future.

Sincerely,

**MUHAMMED**

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**MUHAMMED**

**E Mail: -** [**MUHAMMED.334143@2freemail.com**](mailto:MUHAMMED.334143@2freemail.com)

*Now looking for a new & challenging accountant position, one which will make best use of my existing skills and experience & also further my development*

**Synopsis**

*To pursue a career in Accounts & Finance in challenging work environment with responsibilities for upgrading, developing and implementing creative ideas and enhancing my skills with highest quality standard and gaining valuable experience exploiting professional and personal skills while being resourceful, innovative and flexible.*

**Professional Contour**

***Company Name:*** *KRC International (Group of Company, Musaffah, UAE)*

***Duration:*** *October 2013, till Present*

***Job Profile:*** *Accountant*

***Job Description:***

* Primarily responsible for the whole system of accounts payable.
* Purchase Invoice Booking.
* Daily Sales Report Checking.
* Accounts Payable reconciliation.
* Supplier's payment allocation.
* Coordinate with vendors and resolve the dispute/discrepancy invoices.
* Aging analysis.
* Intercompany Reconciliation.
* Reconciliation of Bank.
* Customer receipts & Payments entry.
* Handling of petty cash.
* Review all invoices for appropriate documentation and approval prior to payment, Prioritize invoices according to cash discount potential and payment terms.
* Work closely with Auditors during bank and yearly audit.
* Assist in month end closing.

***Company Name:*** *T.P Medicals pvt ltd (Kerala, India)*

***Duration:*** *May 2011 to Feb 2013*

***Job Profile:*** *Accountant cum Cashier*

***Job Description***

* Responsible for Accounts payable & Receivables.
* Verification of general ledger account.
* Customer receipts & Payments entry
* Handling of petty cash
* Provides information by answering questions and requests.
* Fielding telephone calls, filing documents and data entries
* Sending mails as per the requirements of the management

**PROFESSIONAL QUALITIES**

* **Multi-Tasking Ability –** An uncanny ability to balance a numerous amount, and broad spectrum of tasks, bringing each to fruition in the most efficient and effective way.
* **Team Player –** Ability to work effectively with anyone with different skill sets, personalities, motivation levels and work styles. A good listener and evaluator to come up with effective solutions for the team.
* **Loyalty –** Believes that establishing longevity with a company is essential in upholding that company’s credibility, as well as my own.
* **Reliability** **—** beingreliable, responsible, and dependable, and fulfilling obligations on time.
* **Adaptability/Flexibility** **—** able to accept challenge and being open to change and to considerable variety in the workplace.
* **Cooperation** **—** being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Academic Background**

* **B.Com**, from Kannur University, Kerala, India
* **Higher Secondary**, from Kerala Board, India
* **MCOM –** First year completed (Madurai kamraj University)

**Professional Skills**

* Well versed with MS-Office
* Indian and Foreign Accounting
* Mycom

**Personal Specifics**

Date of Birth : 07th Feb 1990

Marital Status : Single

Linguistic Proficiency : English, Malayalam, Hindi

Interests & Hobbies : Travelling, Playing and Watching Sports, Listening Music.

**DECLARATION**

I hereby declare that the above-furnished details are true to the best of my knowledge and experience. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.