MOHAMMED

**PROFILE STATEMENT**

A challenging and responsible career in an Organization and invest all my Professional skills, Qualification, Experience and Technology skills and initiative, will result in better productivity , while developing skills knowledge in the field to the optimum level to facilitate continued career growth, to increase on-the-job competencies for future challenges and to produce best results for the organization.

**WORK HISTORY**

* + - **ATT -** Accounting Solution Firm *(01 April 2013 – 31 January 2014)*
  + ACCOUNTANT
    - **MONOSTEEL –** Iron and Steel Merchant (*01 August 2014 – 31 January 2015)*
  + ACCOUNTANT

MONOSTEEL is a sister enterprise of METALEX AGENCIES, a well reputed and well established (Estd. 1966) Iron and Steel Merchant in South-Indian state of Kerala. Their customers include renowned Larsen and Toubro(L&T), Cochin Shipyard, etc. Supplies iron and steel to Kochin Metro Rail Ltd. And Kannur International Airport Ltd.

**ACCOUNTING SKILLS**

* Energetic and enthusiastic with great attention to details.
* Compile and analyze financial information to prepare entries to general ledger accounts, month and entries and reporting.
* Prepare quotation and Pro forma invoice when requested.
* Well versed in Tally, Peachtree and MS Office.
* Knowledge in Manual and Computerized accounting.
* Finalization of Monthly and yearly Trial Balance.
* Reconciliation of Accounts of Debtors and Creditors.
* Day-to-day banking activities and Bank Reconciliation.
* Maintaining Day book, Sales, Purchase, Stock Registers, posting Journals and Ledgers.
* Preparing monthly and yearly reports.
* Creating Profit and Loss accounts/Trial Balance/Balance sheet.
* Finalizing monthly collection reports/Monitoring Payables and Receivables.
* Preparation of Invoices, Purchase and Accounts statement.

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[Mohammed.334290@2freemail.com](mailto:Mohammed.334290@2freemail.com)

#### EDUCATION DETAILS

**2014** – **Bachelor of Computer**

**Application (BCA)**,

Mangalore University,

India

**2013** – **Accounts Diploma**

**(ADCPA)**, Ace Accounts,

India

**2010** – **Senior Secondary**, Apsara

Public School, CBSE, India

**2008** – **10th Grade**, Chinmaya

Vidyalaya, CBSE, India

#### PERSONAL DETAILS

DATE OF BIRTH : 29 NOV 1991

NATIONALITY : INDIAN

VISA STATUS : VISIT

LANGUAGES : ENGLISH,

HINDI,

MALAYALAM

**PERSONAL SKILLS**

* Goal oriented and ambitious
* Outstanding work ethic, constantly seek out challenges and opportunities for growth.
* Ability to work remotely and independently.
* Punctual and professional demeanor while representing the company.
* Ability to multi-task and work with a growing base clients.
* Communicate effectively with Professionals at all levels.
* Proficient in meeting with strict deadlines.
* Detail-oriented, with proven analytical and problem solving abilities.

#### AREAS OF EXPERTISE

* Bookkeeping
* Data Handling
* Accounts Receivables/Payables
* Data Processing
* Account finalization
* Image Processing

#### COMPUTER SKILLS

* Tally
* Peachtree
* Proficient in MS Office
* Internet Applications
* Email
* Data Mining
* Web research
* Website Developing
* HTML
* CSS
* Photoshop