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| CURRICULAM VITAE  2017-01-24-16-32-05-327  **LANGUAGES KNOWN:**     * English * Hindi * Malayalam   **PERSONAL SKILLS:**   * Good Accounting practices * Confident &Hard working * Willingness to learn * Ability to deal with people diplomatically * Good communication * Good inter personal skills * Knowledge of **International Accounting Standards** | OBJECTIVE:  Intend to build a career in corporate environment to develop more innovative ideas in my areas of work and dedicating myself for growth of organization and to become successful employer for the organization.  EDUCATIONAL QUALIFICATION:   |  |  |  | | --- | --- | --- | | SSLC | Apsara public school KOLIYADUKKAM | 2011 | | Xll | Islamic English medium higher secondary school PALLIKKERE | 2013 | | B.COM | Dr.Ambedkar arts & science collage PERIYA | 2016 |   JOB DESCRIPTION:   * **Administrative, Accounting.** * **Net profit report, Preparing Profit and loss account and Balance sheet** * **Maintain Accounts in Tally Package (ERP 9), Manual Accounting, peachtree, Quickbooks** * **Report taking related to sales, purchases, returns and stocks and other formats from EXCEL.** * **Ensure the timely reporting of all monthly financial information.** * **Maintain organized set of detailed records and files to document financial transactions and all journal entries.** * **Support budget and forecasting activities.** * **Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy. Recommend and implement techniques to improve organization’s productivity.** |
| **COMPUTER SKILLS:**  Tally ERP 9,PEACHTREE  MS Office, Quick books and Internet.  **SPECIALISATION:**   * Accounts & Administration * Financial Management   PERSONAL PROFILE:  Date of Birth : 24/11/1994  Sex : Male  Nationality : Indian  :  Visa Status : Visit Visa  Expiry Date : 25-04-2017 | * **Collaborate with the other finance department members to support overall department goals and objectives.** * **Ensure the company’s management principles, policies, and programs are consistently practiced.** * **Maintains accounting controls by preparing and recommending policies and procedures.** * **Preparing financial statements, including monthly and annual accounts;** * **Arranging financial management reports, including financial planning and forecasting;** * **Administering,** **Maintain control of accounts for all ongoing projects** * **Inventory support, Performing Clerical and Administrative functions and Management reports.** * **Handling Self-Correspondence with all Business Clients, Suppliers and Banks.** * **Strong in adopt new analytical approaches, tools & environment.** * **Store in charging, client relations, stock transactions** * **Presenting a true and fair view of the financial position of the company by preparing financial statements vise, P&L Account, Balance Sheet, Cash flow statement and annual reports.** * **Expertise in monthly job analysis** * **Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement, Data entry, invoicing.** * **Expertise in managing the Fund Management.** * **Manage the day-to-day financial transactions of the company.** * **Record sales, purchase, payments & receipts transaction in the system on a daily basis.** * **Supervising and coordinating subordinates to ensure in smooth activities.** * **Ensure effective fixed assets & inventory control is applied**.   DECLARATION:    I declare that the information given above is true the best of my knowledge.    Yours faithfully,  Place :  Date :  (MOHAMMED EASA) |