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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.**
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| **COMPUTER SKILLS:** Tally ERP 9,PEACHTREE MS Office, Quick books and Internet.**SPECIALISATION:*** Accounts & Administration
* Financial Management

PERSONAL PROFILE:Date of Birth : 24/11/1994Sex : MaleNationality : Indian: Visa Status : Visit VisaExpiry 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)  |