Mohammad

[Mohammad.337456@2freemail.com](mailto:Mohammad.337456@2freemail.com)

CAREER OBJECTIVE:

A suitable position in Accounts, Finance, Admin or Operation with a reputed organization where I can utilize and strengthen my knowledge & skills while contributing towards fulfillment of the company’s objectives and goals.

SYNOPSIS:

* Capacity to organize and ability to work in a team as well as individual and have excellent communication skill.
* Quick understanding and grasping of situations and ability to work under pressure
* Fertile and imaginative mind with excellent Communication Capabilities
* A sense of integrity and commitment to work hard in a result oriented, meaningful manner
* Excellent written, communication and Problem solving Skills
* Willingness to learn more and quick learning skills
* Self-motivated and strives for excellence

PROFESSIONAL SUMMARY:

* Preparation and maintenance of Various registers like Purchase Register, Sales Register and journal register, Debit Note Register, Credit note register, Stock register Postdated Cheque (PDC) Register
* Preparation of various accounting Reports Like Ageing Analysis, Income and Expenditure Statement, Bank Reconciliation Statement
* Business Management, Personality Development, Public Relation

EDUCATION PROFICIENCY:

* **Bachelor of Commerce**(Co-operation ) from Calicut University Kerala, India

(During April 2010 – Sept 2012)

* **Diploma In Airline and Tourism Management (DATM)** from **Akbar Academy Of Airline Studies** –Chennai Tamilnadu ,India (During December – 2013)
* **HSE** Kerala Examination Board ,India (During June- 2009)
* **SSLC** Kerala Examination Board, India (During March- 2007)

OTHER QUALIFICATION:

* Successfully completed **SAP-FICO (Financing & Controlling)** Training from **M/s. Laureola Solutions Pvt. Ltd.**Chennai and well versed in ERP Applications and Implementation.
* Successfully completed **SAP-B1( Business One)**Training from **M/s. Clockwork Business Solutions Pvt. Ltd.** Bangalore and well versed in ERP Applications and Implementations.
* **Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)** from **IPA Accounting Academy**- Calicut,India.
* Tally (ERP Application)
* Peachtree
* Quick Book (QB)
* MYOB

PROJECTS:

* Maintenance and Finalization of Accounts of Service Line Organization from IPA Accounting Academy:
* Defined various accounting tax and payroll vouchers.
* Date wise recording of transactions.
* Billing to customers.
* Managed service tax collection and remittance.
* Preparation of Bank reconciliation statement.
* Preparation of income & expenditure account and balance sheet after making necessary adjustments in the books.

OTHER LITERACY:

* **Microsoft Office :** Outlook,MS Word, MS Excel & MS Power Point
* **Adobe**  : Adobe Photoshop ,PDF Editor, Page maker
* **Internet Applications**

STRENGTH:

* Ability to analyze financial data using MS Excel
* Working knowledge in Computerized Accounting Packages Like Tally and Peachtree
* Very good communication and interpersonal skills
* Ability to think though problem
* Proactive and professional attitude
* Having Leadership qualities
* Negotiation

LANGUAGE KNOWN:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Read** | **Write** |
| **English** |  |  |  |
| **Hindi** |  |  |  |
| **Arabic** | \*\*\*\* |  |  |
| **Malayalam** |  |  |  |
| **Tamil** |  |  |  |

WORK EXPERIENCE:

# Akbar Online Booking Co.Pvt.Ltd – Chennai(Tamilndu) As an Accountant cum online Customer handling during offering from 15th- October -2013 up to 17th –November -2016 .

PERSONAL DETAILS:

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| --- | --- |
| **Date of Birth :** | 21st November 1991 |
| **Nationality :** | INDIAN |
| **Civil Status :** | Single |
| **Valid Up to/ Expiry :** | Visit Vis |

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and i bear the responsibility for the correctness of the above-mentioned particulars.