# CURRICULUM VITA

## MOHAMMED

## [MOHAMMED.347237@2freemail.com](mailto:MOHAMMED.347237@2freemail.com)

**Administrative coordinator**

CAREER OBJECTIVESeeking a challenging career with a distinctive organization, having an operation that provides a motivating work environment, as well as opportunity for career advancement in order to increase, enhance, broaden and properly utilize my qualifications as well as my experience.

PROFESSIONAL OPERATING PLAN  
Areas of interest are Administrative coordination , Finance , Payroll , Audit. Equipped with required sound fundamentals  
.  
Educational Qualification   
**• Graduation Passed B.Com Account Hons (Bachelor of Commerce)**

VINOBHA BHAWE UNIVERSITY HAZARIBAG JHARKHAND., India.  
• Intermediate Passed in 2003 from Board of Intermediate Education Govt.

JHARKHAND. India.   
• S.S.C Passed in March 2000 from Board of Secondary   
Education, Govt. of BIHAR, India.  
Technical Qualification: -  
**• Diploma in Information system management**.  
Computer Skills: -  
Operating Systems: - MS- Windows 98, 2007, Windows XP, Windows 7.   
Application Software: - MS – Word, MS – Excel, MS – PowerPoint,

Familiar with C # and sql server Advance Excel

Employment History:

**COMPANY : Carlo Gavazzi Arabia co ltd**

**PERIOD : 19.08.2012 to Till Now**

**DESIGNATION : Administrative coordinator**

**COMPANY : Supertech instrumentation pvt ltd – Mumbai – India.  
Designation : Administrative coordinator  
Duration : 1st oct 2010 to 31st july 2012**

**COMPANY : G S engeeniering& construction – DUBAI – UAE.  
Designation : Administrative coordinator  
Duration : jan 2010 to Aug. 2010**

Job Responsibilities:  
  
 • Maintaining Account Payable & Receiveable entries   
 • Maintaining Petty cash , expenses & General entries   
 • Checking all cost prices.  
 • Maintaining all office filling.  
 • All stock position reporting to the Manager.

• Data Entering activities & Preparation Stock reports.  
 • Working directly in coordination with Chief Accountant.   
 • Knowledge and experience of Email, Fax, photo copies & Internet.  
 • Arranging the payment of staff salaries through the computerizes payroll system.  
 • Process employee timesheets and leaves and other information required for  
 Payroll processing.

• Ensuring all permanents & temporary staff are on time..  
 • Attached new employee to the computerizes pay system.  
 • Processing expenses and overtime claims.   
 • Answering queries from staff or externals bodies promptly.  
 • Coordinate with finance HRteams for payroll processing when needed  
 • Make payroll entries and prepare and distribute payroll checks to employees

* Preparing Journals and vouchers
* Prepare Income Statements.
* Petty Cash Management
* Control and management of Receivables and Payables
* Schedule for pre payments and accruals
* Bank reconciliation and follow up.
* Monitor cash reserves and investment.
* Assist with the preparation of the annual and mid-year budgets.
* Received Purchase requests from the sales department, verified the stock position, obtained authorization for the purchases and send the request to the suppliers.
* Followed-up for delivery with the suppliers.
* Handled correspondence with vendors.
* Interact with internal and external auditors in completing audits.

**Declaration**

I here by declare that the above written particulars are best of my knowledge and belief. Thanking you and look forward for an award of call from you to get a chance to serve your esteemed organization by providing track record of my ability . *I look forward to receiving your response expressing your interest soon and would appreciate an opportunity to meet you to discuss how my experience will best meet your need*s.

Best Regards

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