**COVER LETTER**



**MOHAMMED**

[**MOHAMMED.347348@2freemail.com**](mailto:MOHAMMED.347348@2freemail.com)

Finance/Accounts Executive,

To,

The Manager,

Human Resource Development.

Application for the position of Finance/Accounts Executive

Dear Sir,

I Mr. Mohammed Masters in Business Administration from **Osmania University, Hyderabad, India**, graduated from Osmania University, Hyderabad, India. Having **1 year and 6 months of work experience** from **KIOSK EVENTS** in a position of Assistant Accountant.

I am seeking a position as a Finance/Accounts Executive in your esteemed organization and I would like to submit my resume for your kind perusal. I believe my qualification will match your requirements.

Please consider this letter as an expression of my sincere interest in pursing the vacancy in your prestigious organization. I am capable of working hard, self-confident, sincere and honest with good leadership qualities. I would like to have opportunity to talk to you about my background and the areas in which I can benefit your organization.

I look forward to hear from you soon.

Thanking You.

CURRICULUM VITAE



MOHAMMED

Finance/Accounts Executive,

­­­­­­­­­­­**Career Objective:**

I want to work in a company where I can utilize my strength, knowledge, skills & abilities for the development of the firm. I want to grow with the organization as a performer. By adding values to the productivity, process & economics. I am willing to work as a key player in a challenging and creative environment.

**Educational Qualification:**

* MBA (Finance) from Osmania University Hyderabad, India 2014.
* B.com (Computers) from Osmania University Hyderabad, India 2012.
* Intermediate from Neo Quantum Junior College 2009.
* S.S.C from Loyola High School 2007.

**Technical skills:**

* M.S Office, M.S Excel.
* Operating System: Windows7, XP.
* Accounting Packages: Tally and Quickbooks.

**Internship and project:**

Organisation  : Sher Khan Company

Duration : 50 days

Title : Demat Account

**Experience**

Worked as an Assistant Accountant with **KIOSK EVENTS** for 1 year and 6 months.

**Job Responsibilities:**

* Manage the processing of cash receipts, payments, recording of revenue and receivables.
* Perform general accounts analysis and reconciliations, including bank statements, fixed assets, accruals and prepaid expenses.
* Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately.
* Maintain listing of accounts payable
* Maintain the general ledger
* Preparation of Trial Balance, Profit & Loss A/C & Balance sheet.
* Responsible for book keeping of daily transactions.
* Checking of Sales Invoices, Purchase Invoices, Banking Transactions, Cash Transactions, Accruals and Provisions posting.

**Personal Attributes:**

* Able to work independently as well as in a team effectively.
* Analytical problem solving.
* Adaptable and flexible.

**Personal Details :**

Gender : Male

Languages Known : English, Hindi, Telugu, Urdu.

Visa Status : Visit, Valid till 19th May 2017

Nationality : Indian

Marital status : Single

Date of Birth : 21.01.1991