**Resume**

**Name: Mohd**

**Mohd.350908@2freemail.com**

**Objective**

To seek a position within a progressive, reputed organization in order to achieve results and attain professional growth in both technical and managerial fields, while embracing new technology and strategies to remain competitive in the markets.

**Professional Experience**

**Company: STUDIOLINE CONSULTING INC– Hyderabad India.**

**Duration:** August 2014 to February 2017

**Position:** Document Controller **(**Accountant).

**Responsibilities**

* Responsible for all basic accounting functions.
* Data entry and other paper works
* Interacting to clients through emails.
* Presentation of ppt.
* Reconciled various expenditure reports to source documents.
* Reviewed procurement documents and invoices for accuracy.
* Prepared routine entries and posted financial transactions.
* Enter cash transactions in ledgers and reconcile cash reports; prepare bank deposits.
* Assist in preparation of financial statements such as billings, budgets, and cost reports.
* Assist in ordering, care, maintenance, and utilization of department equipment, supplies, and inventories.

**Company: Mind Map Consulting – Hyderabad India.**

**Duration:** 6 months –January 2014 till June 2014

**Position:** Customer Care Executive

**Responsibilities:**

* Responsible for handling outbound and inbound calls
* Provided customer support and handled the queries of clients
* Follow-up and track on customer enquiries
* Maintains record of all enquiries & related details in Computer Systems
* Provided all Back-office support tasks like sending and receiving emails

**Educational Credentials**

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| --- | --- | --- |
| **COURSE** | **UNIVERSITY** | **YEAR OF PASSING** |
| Master Of Business Administration **(M.B.A**) | Osmania University | 2016 |
| Bachelor Of Commerce **(B.Com)** | Osmania University  | 2014 |

**Accounting Packages & Certification**

* **Tally(ERP9), Peachtree, Focus, QuickBooks**
* Diploma in computer accountancy.
* Diploma in MS Office.
* Diploma in Oracle Finance Apps.
* **Finance & Accounting Certificate** (Four months)

Training from Genpact-Nasscom, Hyderabad, India.

**Personal Information**

Date of Birth : July 20th, 1993

Nationality : Indian

Marital Status : Single

Languages Known : English, Urdu & Hindi

Visa Type : Visit Visa

Visa Expiry : June 6th, 2017

I hereby declare that the above information is correct to the best of my knowledge.